

Our Ref: RH/AGM 2021/Lett 4

16 September 2021

**To: Secretaries of Full Member and Associate Clubs
Secretaries of Associate Bodies
Members of Scottish Rugby Council and Scottish Rugby Board
Past Presidents
*Distribution by Email***



Scottish Rugby Union Limited
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Dear Sir/Madam

**Notification of Date for Resumed Annual General Meeting – Sunday 26 September at 10.30am
– BT Murrayfield**

The Scottish Rugby Union 2021 Annual General Meeting was adjourned on 14th August 2021.

The resumed AGM will take place in-person on **Sunday 26th September at 10.30am** in the President's Suite and Thistle Suite at BT Murrayfield.

To facilitate access to the stadium and assist with Covid-19 related health and safety measures, **please nominate your delegates in advance** by submitting their names, an email address and contact telephone number to Graham Ireland, Head of Regulation at the following email address:

graham.ireland@sru.org.uk

You will find a tabular format that you can use if you wish, in the email accompanying this letter.

Your delegates will be asked to register for the Meeting itself on their arrival at BT Murrayfield and should also hand in a completed health questionnaire.

A template of the questionnaire is attached and can also be downloaded from the website. [AGM 2021](#)

The Registration Desk will be located within the “Up and Under Bar” on Level 1 at the South West corner of the stadium. Delegates with mobility issues should use the South Stand lift.

The Registration Desk will open at 9.45am. Refreshments will be provided.

We also recommend that delegates take a lateral flow test within 24 hours before the AGM start time.

Various other Covid-19 health and safety measures will be in operation – further details are provided in the Meeting Arrangements Notes.

The Agenda for the Meeting and other relevant papers, including the Club Motions, Amendments, and Question Form have been circulated previously but can also be downloaded from the AGM section of our website. [AGM 2021](#).

Please read these carefully. The website will be kept updated with any further documents which may be relevant.

All representatives of Full Member clubs and Associated Bodies participating in the resumed Annual General Meeting must be current members of the Club/Associate Body they are representing.

Should you have any queries on any of the foregoing, please contact Graham Ireland (Tel: 07764 178932 E-mail: graham.ireland@sru.org.uk).

We thank you in advance for your patience, understanding and assistance with Covid-19 health and safety measures, and look forward to seeing you at BT Murrayfield on the 26th.

Yours faithfully



Robert Howat
Secretary

Note 1: Full member clubs are entitled to send two delegates to the AGM. Associate Clubs are not entitled to attend the AGM. Associate Clubs in each of the six Areas have the opportunity to elect two delegates to attend the AGM via Area Meetings.

All AGM correspondence can be found on the [AGM 2021](#) section of the Scottish Rugby website. Go to: About Scottish Rugby → ANNUAL GENERAL MEETING

SCOTTISH RUGBY UNION

RESUMED AGM 26th September 2021: BT Murrayfield - Meeting Arrangements

Delegates are asked to note the following:

Health Questionnaire and Lateral Flow Test

A short health questionnaire has been included. This can also be downloaded from the Scottish Rugby website at [AGM 2021](#).

Each delegate should complete the questionnaire ahead of arriving at BT Murrayfield and hand it in when registering at the delegate Registration Desk.

We recommend that delegates take a lateral flow test within 24 hours ahead of the AGM start time. These may be ordered in advance via <https://www.gov.uk/order-coronavirus-rapid-lateral-flow-tests>. Test kits may also be available from pharmacies.

Entry to the Stadium and Stadium Parking

A number of parking spaces have been set aside at the stadium for the use of AGM delegates. Delegates wishing to park at the stadium are asked to enter the BT Murrayfield estate at the Roseburn Street entrance. Delegates will be directed into the parking area behind the South Stand.

Delegates arriving at BT Murrayfield on foot or by public transport should also use the main stadium entrance in Roseburn Street.

Please note that our stewards will ask delegates to confirm their name and the name of the club, associated body or associate club region that they are representing.

Delegate Registration

Delegate registration will take place within the *Up & Under Bar* on Level 1 (which is located at the South West corner of the ground). On registering, delegates will be provided with a voting pack.

Delegates with reduced mobility can obtain lift access to Level 1 via the **South Stand** lift.

The Registration Desk will open at 9.45am.

Refreshments

Hot drinks and morning rolls will be available in the *Up & Under* when delegates register for the Meeting. Delegates must take the refreshments to their seats once they have registered.

Meeting Arrangements

Upon registration delegates will be asked to move through to the President's Suite to take their seats for the Meeting.

Face Masks and Hand Sanitiser

Please bring a face mask. Face masks should be worn at all times when inside the Stadium, unless speaking as part of the Meeting. Hand sanitisers will be available.

Social Distancing Measures

To help protect all attendees, there will be 1metre social distancing measures in place at the Meeting, resulting in a larger area being used for the Meeting than normal. Full audio-visual arrangements will be in place to ensure that all attendees can participate in the business of the Meeting.

Conclusion of the Meeting

At the conclusion of the Meeting, to facilitate a safe and orderly exit, attendees will be invited to leave the Meeting room row by row. Unfortunately, refreshments will not be available following the Meeting.



BT MURRAYFIELD – 2021 AGM STADIUM ACCESS HEALTH QUESTIONNAIRE

NAME	TEL. NO. AND E MAIL		DATE
QUESTION	YES	NO	
Q1. Have you been asked to self-isolate by Test & Protect or other Contact Tracing agency as a result of being a close contact of someone who has tested positive for COVID-19?			
Q2. Do you feel generally unwell (with symptoms including but not limited to - fever, cough, change or loss of sense of taste / smell, sore throat, headache, runny nose, fatigue)? If yes, we ask that you do not attend the AGM. https://www.nhsinform.scot/illnesses-and-conditions/infections-and-poisoning/coronavirus-covid-19/test-and-protect/coronavirus-covid-19-get-a-test-if-you-have-symptoms			
Q3. Can you confirm your travel meets the latest Scottish Government guidelines and restrictions both locally and nationally?			

SIGNATURE
