

DISCIPLINE AND REGULATIONS MANAGER



To manage the rugby disciplinary and regulatory processes across Scottish Rugby, and to ensure compliance with applicable governance standards and regulations.

About the role

Key Responsibilities:

Disciplinary

- Carry out the functions of Discipline Manager under Scottish Rugby's rugby disciplinary rules, including investigations, presenting rugby disciplinary cases, misconduct, on-field incidents and regulatory breaches.
- Coordinate rugby disciplinary hearings, panels and judicial processes.
- Ensure cases are handled consistently, fairly, within required timelines and applicable regulations.
- Provide advice and guidance on sanctions and outcomes.

Player Eligibility and Compliance

- To ensure all players who represent Scotland are compliant with World Rugby player eligibility requirements.
- Ensure compliance with Governing Body Endorsement requirements, liaising with Home Unions and the UK Home Office as required.
- In conjunction with Rugby Development, ensure that all players and tour clearances are completed accurately and on time.

General and Policy

- Ensure that World Rugby, UKAD and WADA Anti-Doping regulations are implemented at all levels of the game.
- Coordinate club consultations on regulations and summarise responses as required.
- Update relevant policies and ensure communication through appropriate channels.
- Liaise with safeguarding team colleagues and participate in case management panel meetings as required.
- Continually seek to improve processes, procedures and working practices.

Stakeholders

This role works with a wide variety of internal and external stakeholders to ensure collaborative working across all areas:

- Head of Regulation
- Colleagues in Rugby Development Department
- Safeguarding team
- Player welfare and medical teams
- Discipline Panel members
- Clubs and Schools
- Colleagues in other rugby unions

"Our ambition is that everyone in Scottish Rugby feels a sense of 'belonging' by being clear on the purpose of their role, feeling valued as a member of the team, and connected to colleagues across all areas of the organisation"

Key Skills

Business Enabler

- **Stakeholder management:** you have a strength for collaboration which engages internal and external partners. This enables you to create boundaries and manage expectations, enabling projects to work on time and to budget.
- **Problem solving and critical thinking:** You have a curious mind! You can analyse complex information and different perspectives, and then develop unbiased and innovative solutions to challenges, which are grounded in sound and pragmatic judgement.
- **Planning and organising:** You manage time, resources, and tasks effectively to achieve your goals. Objectives are clear, tasks are prioritised, and plans are structured to ensure efficient and timely completion. You anticipate challenges, adapt as needed, and keep everything on track to meet deadlines and deliver results.
- **Ethical and moral principles:** You have a strong ethical and moral compass, able to remain neutral and objective but willing to make difficult decisions and stand by them when required. You are discreet and understand the importance of confidentiality in sensitive situations.
- **Digital Curiosity:** You're naturally curious about how digital tools and data can enhance ways of working. You explore new technologies, ask questions, and seek opportunities to apply digital solutions that improve efficiency and outcomes.

Knowledge & Experience

- Knowledge of World Rugby rules and regulations and Scottish Rugby's equivalent.
- Knowledge and/ or experience of rugby or sports disciplinary procedures, investigations and hearings.
- Some knowledge of anti-doping requirements and processes.
- Knowledge of the Scottish Rugby's structures and governance.
- Knowledge or experience of safeguarding young people and vulnerable adults.
- An interest in Sports Law.
- An understanding of key principles of data protection.

Working Logistics

Location:	Hybrid / Scottish Gas Murrayfield
Working pattern:	Monday to Friday, full time. Some evening work – one per week for discipline panel meetings - with time off in lieu.
Contract type:	Permanent
Reports to:	Head of Regulation