



Summary Minutes of ExCom Meeting held on 4th September 2018 at Reading RFC

Present: GP, DL, DM, BMac, PL, GK, NC

1. Apologies

SB, RF, RR, CP, JR

2. Minutes of the Last Meeting, Actions & Matters Arising

O/S Action: Development Squad – JR/DL working on paper, to be circulated to ExCom for review & discussion – DL has committed to completing, and circulating this within 14 days

ACTION

DL

CB Disciplinary Issues – DL following up on two o/s issues

DL

Reading Uni 1st XV – DL confirmed L5 status, but RFU happy for L6 refs to officiate in a To3 as a development opportunity

NB – AR1 needs to be at least L7, so GP to chase SB on dates of fixtures to be covered, to facilitate planning by our L6/L7 refs to make themselves available (as mid-week appointments)

GP, SB

Oxon RefSoc - GP has spoken with, and is arranging to meet Mark Trumper (newly elected Oxon RefSoc Chair)

GP

New RFU (Ref Developer) forms

- Format now revised to allow edit/save in soft-copy
- Drop-down menu basis is a real pain to complete

DL to feed back to RFU and take Berks advisers/coaches through new forms during DCMO course on 07/10

DL

RFU First Aid course – JR awaiting delivery of 3x (FoC/'complimentary') First Aid kits due after arranging RFU Emergency First Aid course pre-season

JR

3. Chairman's Report

CB meetings – now taking place monthly, on 3rd Wednesday (PL unavailable for Nov'18 meeting)

4. County Rep

Further to correspondence from an active member (Andy Green), RefSoc support for clubs both pre-season and on an ongoing basis were discussed. It was agreed that the current approach re: support at (pre-season) training sessions, of clubs liaising with the Appointments team, is the best means of maintaining consistent, visible contact between the clubs and our refs – SB to send reminder note to clubs (to make sure they know they can ask for help, and how they should do so).

DL

SB

GP to speak to AG.

GP

(NB – this may be affected by changes to CRefC management being considered)

5. Treasurer

GK, PL

2017/18 Accounts - GK/PL to present to members at September Society meeting (as per AGM commitment)

Outstanding 'historic' debt

- PL has agreed a payment plan with the club in question, with on-time settlement of all 'current' debts to be maintained
- GK to confirm bank receipt of payments as received

GK

Insurance requirement?

AG stock-take of 'playing' kit held: c.£1,200 plus c£400-worth of RefSoc ties

- AG to run-down stocks, since orders now placed on 'specific' rather than 're-stocking' basis and minimal stock of 'consumables' held

GK/AG

DL to work with RF to confirm current 'register' of MOD comms kits held

- Need to 'cost' missing items/repairs to understand outstanding need for Adviser/coach comms

DL, RF

DM, SB

IT equipment – DM & SB(?) hold RefSoc laptops (& DM has a projector) – what is the replacement cost of these?

ExCom

Questions re: insurance requirement to cover potential loss/damage to be considered once £values ascertained, but does not appear urgent requirement, given £values seen to date

Mileage Rate

A question was raised re: need to amend the current mileage rate – agreed that since HMRC rates have not moved, and approved RefSoc policy is that rates are now pegged to them, our rates should not change unless/until HMRC change theirs.

Match Fees

Q – what are neighbouring RefSocs charging their clubs? – DL to investigate

DL

GK

Given increased % of 'admin surcharges' paid in 2017/18 season, GK to send reminder to clubs of how to avoid incurring surcharges, through good admin/communication with Appointments team

6. Appointments

Testing compliance

Online test completion (Laws & Headcase)

Deadline for completion: 31/08/18 – BMac maintaining register & to send reminder to o/s 13 active refs and 4 RefDevelopers (4/10)

BMac

- DL confirmed completion of online requirements is mandatory prior to attendance at RFU DCMO course on 07/10 – DL to confirm this to all o/s advisers/coaches

DL

7. Referee Development

RFU DCMO

- Rescheduled to 07/10, at Reading BlueCoats School (9am-4pm)
- DL to send note to all attendees (all current RDs (coaches & advisers), plus 'occasional RDs', such as NC, Russ Clark, Crispin Davis, Steve Wood, etc

DL

Current 2018/19 season training topic schedule:

- Sept – guest speaker (Lee Goodall)
- Oct – DM presentation on Berks YMO programme
- Nov – guest speaker?
- Dec – no meeting (possibly run CMOD earlier in month?)
- Jan – CMOD
- Feb – ?

- Mar – CMOD
- Apr – CMOD?
- May – AGM

Given RFU ambition for 4x CMODs to be run per season, DM to look at feasibility of starting monthly training meeting at 7.30pm, to allow required 90min slot for CMOD before 9pm, after which buffet & Society admin can take place
(NB – members need to be registered on GMS to ‘book’ on to CMODs)

DM

8. 2018/19 Committee Priorities

YMO project

DM explained strategy/structure to be run in conjunction with Nicola McCombe (new Berks CRC); launch date: Thursday 25/10 (during half-term) – DM to update members & feedback on success of launch

DM

Recruitment of female MOs

(cf, note from JR, circulated before meeting)

JR/DM to attend training sessions of all 9 female teams in Berkshire (Rams Sirens, Reading Kites, Reading Abbey Nuns, Windsor Dames, Crowthorne, Newbury, Bracknell, Henley & Reading Uni) and work with CRefCs to identify potential recruits

JR, DM

Engagement with clubs/CRefCs

Some queries to resolve re: links in (all) Berks clubs – JR/DM to review
GP/PL to take suggested approach (of RefSoc taking over ‘lead’) to CB Exec
DL to dig out old CRefC ‘job description’ for JR/DM to review

JR, DM
GP/PL
DL

U16s fixtures coverage

Ongoing on a ‘best endeavours’ basis – Appointments team managing

Development/support provided to ‘lower level’ refs (ie. not Development Squad potential)

What opportunities for To3 involvement?

What opportunities for ‘observation’ (even if just by another ref, if not a ‘qualified’ RD)?
(Any benefit in a retrospective review to consider any ‘missed opportunities’ in previous season, for any of the above?)

Q - need to clarify process/policy for appointments to L7/8/9 games, given current distribution of active referees across grades?

- All of the above to be discussed at next ExCom meeting, when SB is present

ExCom

Increasing volunteering base within RefSoc

- Recognition that ‘the same old faces’ tend to do most of the work in maintaining the RefSoc – need to increase volunteer pool (beyond on-field activities) to
 - o Spread workload to avoid overload/bottlenecks
 - o Develop contingency/succession planning options

GP to send broad-based WTR note to membership, outlining Ref Dev’t objectives for the season, to improve awareness and seek engagement/volunteers

GP

9. AOB

(GK) – what, if any, ‘awards’ should there be to refs beyond those offered currently (50-game bag, 100-game blazer)?

- given the longevity of kit items, what is the policy on replacement of ‘wear & tear’ (ie. for socks & shorts)?

Berkshire Rugby Referees Limited

GK to advise AG (Kit Manager) on acceptable re-provisioning policy/expected 'life' of kit (GP) – does anyone know when Ritchie Denver is due back from UAE?	GK
NC to send out minutes, publish summary minutes on website and agree agenda for next meeting There being no other business, the meeting closed at 21:55	NC
The next Committee meeting is scheduled for the ExCom on Tuesday 2 nd October - NC to circulate Agenda in advance.	NC