



Summary Minutes of ExCom Meeting held on 16th July 2019, at Teapot Cottage, Binfield

Present: PL, SB, GK, JR, DL, NC

1. Apologies

N/A

2. Minutes of last meeting and actions arising

O/S Action (Dec'18) - Informal MOD opportunities (DL)

Awaiting 'guidance document' from DL – to be completed (inc. section on documentation of feedback/observations, based on Coaching form) & circulated within next 14 days

ACTION

DL

O/S Action (May'19) – AXIWI usage policy (SB, JR)

SB to fwd draft AXIWI comms usage policy* to JR for review, prior to publication

*deemed necessary to ensure AXIWI kit is used only for pre-approved appointments and availability is prioritised for BSRFUR requirements

SB, JR

O/S Action (May'19) – Rugby Tonight (GK)

Takes place at BT Sport studios, near Stratford, need to be there 6pm-ish (1hr before broadcast), then goes on until 10pm-ish - GK to speak with Kirk Perkins, for him to investigate/coordinate for an attendance early next season

GK

O/S Action (May'19) - Grading review (May'19)

- DL to circulate summarised results of review to ExCom and MODs

DL

2019 Law Books

Received from RFU (end of May) – to be distributed to requesters at Society meetings

NC

Ladies Ref-Coach-Forum

- Invite received (from Nicola McCombe, Berks CRC) to attend Women & Girls Forum on 16/09 – PL (& who else?) to attend
- PL to confirm date for Ladies Ref-Coach-Forum with Alun Thomas (due to lack of AT availability on originally proposed date of 24/09)

PL

PL

3. AGM Actions

Companies House changes – Director details updated by NC (DL added; GP removed)

CB Disciplinary Panel sanctions – DL to summarise and circulate details of sanctions applied (with clarification of ranges/mitigations/etc)

DL

Requirement for 'Welfare Officer' role?

Agreement on need for:

- Reminder to membership that any/all MO abuse needs to be reported ("*to protect the next referee*") – NC to brief/remind members on regular basis at monthly meetings
- Need to ensure new members are contacted within first few months to ensure settling in (link to mentoring programme doc, circulated by DL)
- Need to monitor & pro-actively respond to 'radio silence' from members (eg. non-attendance at monthly meetings, failure to update availability on WTR, etc) – BMac to lead on this, within remit of his 'Membership (Recruitment/Retention)' role

NC

BMac

MOD comms audit/requirement

- Review completed by RF/DL – to be circulated by DL
- DL to confirm to JR requirement for 20219/20 RFRU funding submission (ASAP)

DL
DL

4. Treasurer (GK)

Billing & debtors

- All billing to end of May'19 issued
- GK & SB to follow-up on 1x ladies game o/s
- 2x duplicate payments received – GK managing with clubs concerned

GK,SB
GK

Bank account

GK & PL attended meeting with Barclays, who confirmed:

3x new accounts to be created for incorporated entity:

1. Current account (std)
2. Current account (international tickets)
3. Savings account

GK & PL set up as signatories; NC to be added.

Agreement for RN to be set up as signatory for #2 a/c only (with liquidity for payments to be managed by transfers #1, as required, on an exceptional basis only) – GK to advise RN

Final Directors details form (DL) now provided - GK & PL to coordinate 'sign-off' of other directors with bank.

GK to advise all clubs, suppliers, RFU, etc of revised bank details

Old BSRFUR accounts to be retired over the course of 2019/20

GK,PL
GK
GK,PL

GK
GK

5. Appointments

Process review meeting

- SB updated ExCom on outcome of Appointments team + DL meeting to clarify/update processes

Proposed (supplementary) Yo-Yo grade for Reading Uni 1st XV games

- ExCom agreed that relevant L6/L7 refs be made aware that prioritisation for these appointments would be given to those refs attaining a higher Yo-Yo score (16.4 being an indicative benchmark), but no supplementary test level to be mandated – SB to contact referees concerned

SB

6. 2019/20 Priorities

RFRU funding submission

JR outlined the updated criteria provided by RFRU:

- RFRU's proposed funding priorities/structure:
 - i. Activities (65%)
 - ii. Core (25%)
 - iii. Innovation (10%)

ExCom reviewed the draft proposal (based on JR update to 2018/19 submission), and agreed that certain specific plans be consolidated under broader 'themed' headings

For example:

- **Activity:** broadening the recruitment of MOs to targeted groups (including YMOs, Female MOs, club referees (via CRefC programme), etc)
- **Core:** reinforcing training provision to members, including use of CMODs, video footage, pre-season fitness programme, etc
- **Innovation:** use of technology to support refereeing (Eg: MOD comms, video

analysis, A.Dent's apps, etc)

Action: JR to update document and submit to RFRU for consideration

JR

Monthly training topic plan to Xmas'19:

- Aug – Law updates and refresher on (local) competition regs, processes, etc; plus 15mins for A.Dent/A.Green to present their rugby apps
- Sept – Game Values CMOD (assuming CH is able to provide details of planned content – JR to follow-up)
- Oct – Update based on feedback from Ladies Ref-Coach-Forum & guest-speaker (JR to confirm)
- Nov – CMOD (TBC)
- Dec – no meeting

JR

JR

Other suggested discussion topics/focus areas:

- **Guidance on nutrition & hydration** (pre- & post- training & game) – option to approach either Reading Uni, BCA or London Irish for input/presenter
 - **Mid-season fitness** – approach Ben for a fitness plan for refs to use during season (taking account of work commitments, dark evenings, etc) to help maintain fitness levels
 - **What kit to use & when** – practical suggestions for members on what kit to use, in what situations (eg. use of trail-running shoes/trainers on 3G, rather than boots)
- Action:** JR to share thoughts with Training team for inclusion in 2019/20 planning

JR,DM

Other 2019/20 action areas:

- Social media presence – need for volunteer to manage/promote SM profile to extend reach and visibility – NC to raise at August Society meeting

NC

7. AOB

Safeguarding

In the light of recent emails from RFU Safeguarding team (confirming expectation for DBS checking to be required for referees of all U18 games, both schools and clubs)

- JR to confirm requirements (docs required to initiate DBS check process, steps involved)
- NC to initiate clean-up of membership details on GMS, to facilitate DBS checking

JR

NC

AXIWI kit

- NC updated ExCom on current issues with AXIWI kit (awaiting return from official reseller, following SW upgrade) – 4/9 sets o/s – Andy Green monitoring
- JR has contacted Mike Patz, seeking clarification of whether any wider issues exists

AG

JR

NC to send out minutes, publish summary minutes on website and agree agenda for next meeting.

NC

There being no other business, the meeting closed at 22:10

The next (FullCom) meeting is scheduled for Tuesday 3rd September - NC to circulate Agenda in advance, point members to previous minutes on website, etc.

NC