



## Summary Minutes of ExCom Meeting held on 16<sup>th</sup> December 2021 Via ZOOM

**Present:** PL, JR, SB, DL, KP, NC

**ACTION**

### 1. Apologies

n/a

### 2. C/fwd actions

#### **CRefCs**

Prev. action: CB to send note to club Chairs re:

- i. Need for nominated CRefCs
  - ii. Need for CRefC to be a 'committee' role
  - iii. Understanding of who is currently acting as a 'club ref' in each club
- Chairs to send details to PL, to consolidate & review

Update: only 1 CRefC identified to date – PL to follow up, referencing TUtW attendees  
JR/RC to consider how to encourage/engage this group as next phase of activity

PL  
JR/RC

#### **Training meetings**

- Jan'22 – Materiality
- Feb'22 – Lee Goodall on 'the Scrum'

JR to remind TUtW attendees of open invite

(KP has confirmed booking with RRFC for both evenings)

JR

#### **'Admin' Zoom session (covering Sending Off & Serious Injury reporting)**

- CP/NC to draft 'example templates' for reference in session and on website – NC to ck with CP
- JR/NC/CP/DL to agree on date for session & communicate more widely

NC,CP  
JR et al

**NB** – agreement that 'admin' will not be covered in monthly session, beyond a reference to Zoom & website material, to keep messaging positive and focus on 'game mgmt' element for referees re: YC/RC events and potential mitigations/pre-emptive actions to avoid escalation.

JR et al

JR to coordinate content/planning of Zoom session with NC, CP & DL

### 3. 2022/23 season (L5) Federation update (DL, NC)

#### **Summary of 13<sup>th</sup> Dec Fed Cttee meeting**

##### **L5 Appointments**

- Confirmation that, with Paul Stanley (Bucks) not wishing to take on the additional responsibility of L5 appointments, Fed Cttee unanimously & wholehearted thanked SB for volunteering to take on the role, recognising his strong credentials & experience, and his appointment was endorsed by Phil Bowden (Fed Chair), PS (current Fed.App'mts), Paul Kimber (Fed. Dev'mt Squad Mgr) and all member RefSoc representatives present.  
NB - This is great news for SB & BSRFUR that he is going to be managing the L5 appointments.
- Given the need for clarity of process between Fed & RefSocs, in the case of late changes/withdrawals at L5, impacting RefSocs, SB to draft a reappointments protocol, for circulation & approval within Fed
- SB reiterated that he was happy with the current (additional) workload, but will flag should that situation change and he need any more assistance/resource within the current Appointments team

SB

**MO progression to L5/L4/beyond**

- Suggestion from NC to Fed Cttee that Berks 'Grading Capability Matrix' be enhanced with additional expectations for L5 MOs, and possibly with guidance for those aspiring to L4, to ensure clarity and consistency of understanding across all member RefSocs' MOs and MODs
  - i. DL & PK to draft L5 wording, for review, with potential input from Mick Coleman (RFU) on L4 guidance
  - ii. DL to coordinate Fed MODs session to ensure expectations re: MOD report content are clear to all concerned
- Per PK, expectation that an L4 selection group/panel will be convened (by RFU), who will liaise with Feds throughout season, to identify/promote promising MOs and ensure they get opportunities at L4
- Need for consistent assessment of (non-Dev'mt Squad) refs to be appointed at L5, across member RefSocs, based on merit not simply 'shared' across RefSocs

DL(PK,MC)

DL

**Fees & Expenses**

- Stephen Dowds (Fed.Treasurer) to coordinate a meeting of RefSoc Treasurers to discuss/agree mechanism for matching of income & expenses for L5 appointments, given inevitable imbalance between clubs and MOs/MODs across member RefSocs (If KP doesn't hear from SD by Mon.20<sup>th</sup>, NC to email SD to prompt action – KP to advise NC)

KP,NC

**4. Take Up the Whistle courses – update (JR)**

Two two-evening courses run successfully at Maidenhead RFC (23<sup>rd</sup> & 30<sup>th</sup> Nov) and Tadley RFC (7<sup>th</sup> & 14<sup>th</sup> Dec), with 37 (63%) of the initial 59 applicants completing both sessions.

Disappointments:

- that of ~6 female applicants only one completed the 1<sup>st</sup> session (and work commitments prevented her attending the 2<sup>nd</sup>)
- 'spread' of attendees limited to only a handful of clubs/schools

However, on the positive side:

- Wellington College & Pangbourne School have both offered to host TUtW courses, with additional interest from RBCS, Claire Court and LVS Ascot schools
- Positive feedback from attendees should generate further interest within/across clubs
- A number of good prospects identified, with several already showing interest in progressing with the Society (rather than just within their clubs/schools)

Next steps:

- JR/RC to follow-up with training meeting invites (see above)
- DL to pass details of S.McDonnell-Roberts (LVS teacher) to JR

Consideration to be given to how best to maintain interest/support new refs – especially those with high ambition/aspirations (inc. through mentoring from current & past Fed/Panel/Premiership MOs, as well as 'in-house' options)

**4. AOB**

**KP – invoicing**

- some issues noted with WTR, but now resolved so 2<sup>nd</sup> invoice run delayed
- looking at cum.YTD billing of c.£6-7k, which is ~£2-3k down on pre-COVID levels

**JR – safeguarding**

- reminder to be sent to members to complete (20min) e-learning module on RFU website (NC to follow-up, if required)
- 'Play It Safe' (3hr) course – not currently a 'mandated' requirement from RFU, but direction of travel suggests it may become one for all MOs covering Age-Grade fixtures, in addition to

JR,NC

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DBS clearance – JR to draft comms to members, signposting scheduled courses and advising on preferred timelines for attendance (by start of next season)	JR
<b>NC – RFU note re: GMS feedback</b>	
- No real issues for JR (primary user), DL to submit his comments via feedback channels	DL
<b>SB – appointments/set-up of new refs on WTR</b>	
- SB registered a strong vote of thanks to Dan White for his engagement and efforts in helping progress the new referees – seconded by the whole of ExCom, and echoed by other positive feedback received from new joiners	
NC to send out minutes for review, publish summary minutes on website and agree agenda for next meeting. There being no other business, the meeting closed at 20:57	NC
The next (ExCom) meeting is scheduled for Tuesday 4 <sup>th</sup> January 2022 – NC to confirm date, circulate Agenda in advance, point members to previous Summary Minutes on website, etc.	NC