



Berkshire Rugby Union Referees Ltd

(operating as Berkshire Society of RFU Referees)
c/o Reading RFC, Holme Park, Sonning Lane, Reading, RG4 6ST

Summary Minutes of ExCom Meeting held on 7th November 2023 at 8pm via ZOOM

Present: DL, SB, KP, AG, PL, NC

ACTION

1. Apologies

RC

2. C/fwd actions

(Aug'23) MOD Consistency/Admin 'Event'

DL looking at dates in December (only 2nd/9th/16th have games) for session with MODs – details to be confirmed & circulated to MODs

DL

(Sept'22) Referee Feedback Forms on WTR (completed by clubs, post-match)

On RFU 'WTR roadshow' call (25/10/22), Mark Brown (WTR owner) confirmed availability of existing templates on WTR, as used by several other RefSocs for some time

Nov'23 update: SB circulated templates examples received from Mark Brown (WTR) on 17th Oct – all quite similar in format/content

SB

Action: ExCom to decide on version to be used by BRR and confirm with MB (WTR)

ExCom

Resources/Succession Planning

Ongoing action for ExCom to consider succession planning & resourcing

ExCom

CRefCs/YMOs

- RC outlined need for support in coordinating CRefCs and YMOs, for both existing and potential new YMO/Club Ref recruits, from clubs or via the impending RFU ERR/ITR cycles, and suggested asking a member if they could assist (having previously volunteered to do 'something')

Oct'23 update: RC has spoken to individual about role(s) and is trying to arrange a 'knowledge transfer' meeting with Colin Stonehouse re: Reading-area YMOs

RC

Appointments

As per previous discussions/communications, SB will step down as Appointments Lead, effective 1st Jan'24, and is working on hand-over with AG.

NC to share draft 'announcement' comms with SB, for review, prior to distribution.

NC

(Oct'23) CRefCs meeting

RC hosted a meeting of Berkshire clubs CRefCs which was, unfortunately, only sparsely attended (4 present, several apologies for absence) – a follow-up session is to be arranged.

RC

(Aug'23) 100 game 'awards' (KP)

KP is progressing design/order confirmation with supplier – currently awaiting delivery of 'sample' for review

KP

(Sept'23) Hosting of Sending-Off forms on WTR

Recently WTR communicated that they can now 'host' RC forms, allowing for online submission by refs with (direct) transfer to 'home' CB Disciplinary Sec's.

The potential pros & cons were discussed, and the following actions agreed:

SB to contact Mark Brown (WTR) to confirm:

- Whether a 'review' mechanism exists/can be added (to allow Chris Parker to 'QA' any forms before onward transmission)?
- Who would have visibility of 'published' reports?

Nov'23 update:

- awaiting feedback from MB (WTR)
- agreement (DL, CP) that without a 'sign-off' mechanism, to enable QA of reports being submitted, the risk of unacceptable/poor standard reports going to CB-DPs was too great

(Sept'23) Kit issue (rebranding/75th season)

It was agreed to progress an issue of kit to (i) reduce the 'surplus' held in the current account, (ii) commemorate the 75th season of activity (BSRFUR having been founded in 1948), and (iii) help publicise the name-change from 'BSRFUR' to 'BRR'

NC shared details of the RFU 'club hub' procurement platform, with clothing/kit options available, bearing the England Rugby rose (at v.low prices), to which the BRR logo could be added.

It was subsequently agreed that members would be issued with a new t-shirt (white) and backpack.

Nov'23 update:

- 'Final' Googleform request list shared with AG, for him to progress with Club-Hub vendor

(Sept'23) Corporation Tax

Nov'23 update: PL has sent a technical letter to HMRC, detailing why BRR should not be considered a commercial entity subject to Corporation Tax – awaiting their response – PL to update upon receipt

3. Comms kits

DL to collect (old) T03 kit from Julian Rainford

- Nov'23 update: PL seeing JR next week, so will arrange for collection

'Lost' AXIWI unit recovered by Beccy Evans (Aldermaston RFC) – need to get it back from her & check whether still operational.

Question whether additional MOD comms still required (and if so, what: Sennheiser or AXIWI)?

Consensus: yes, since little 'reserve' kit available for (ad hoc) advisers to use

Note: latest AXIWI model not compatible with 'old' kit, due to SW upgrades

Actions:

- DL to complete/update audit of current MOD comms
- DL to source quote for it from Sennheiser (AG has prices for AXIWI)

4. Training

Lee Goodall confirmed to run Scrum session on Tuesday 21st Nov

KP to confirm catering requirements with RRFC (likely higher than usual, given popularity of previous Scrum sessions)

NC to buy LG a bottle of something, as a thank you

5. AOB

DL – request from a MOD for BRR to pay for wellies & waterproof trousers (MOD kit)

- Waterproof trousers – yes (as clearly detailed in kit provision on website)
- Boots – no (BRR does not provide footwear for MOs or MODs, as a matter of course)

SB

AG

PL

PL

RC/CP

DL

DL

NC

NB – in cases of financial hardship, any submission to the Treasurer will be carefully (& privately) considered, since we do not want financial circumstance to prevent someone from being involved in refereeing Action: DL to revert to MOD with ExCom decision	DL
NC – request from Phil Bowden (Bucks RefSoc) re: potential ‘pooling’ of L6 refs/games - Per SB, not practical to add a new ‘formal’ layer of bureaucracy/admin that is not needed (since already done, quite satisfactorily, via informal exchange process) Action: NC to respond to PB	PB
KP – Oct’23 invoice run completed and already c.50% paid	
KP – suggestion to hold Dec’23 ExCom meeting (scheduled for Tues 5 th) face-to-face – favourable response from all. KP to look into potential (Reading-locality) venues & revert	KP
DL – speaking to Fed re: coaching options for Jack Kingman	DL
AG – speaking to RRFC re: access to game footage and will speak to CD if available; potential to refresh the ‘library’ available to members on the BRR website	AG
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 21:08	NC
The next ExCom meeting is scheduled for Tues 5 th December 2023 – venue TBC (see previous action) NC to circulate Agenda in advance, point members to previous Summary Minutes on website, etc.	NC