



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 5th February 2024 at 8pm via ZOOM

Present: DL, KP, AG, RC, NC

ACTION

1. Apologies

PL

(Note : KP away from 6th Feb, for 10 days)

2. C/fwd actions

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

Given the low turnout (only DL,PK,RF in attendance) DL is looking at further dates in Feb/March for a follow-up coherence session with MODs – details to be confirmed & circulated to MODs

DL

Feb'24 update: looking at possible matches:

- Rams 3 vs Windsor – Friday 23rd Feb, 7:30pm KO
- County U20s vs Warks (Friendly) – Sunday 10th March, 2pm KO at Rams RFC

(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

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

Feb'24 update:

- London RefSoc WTR template preferred – AG (or SB) to contact WTR and get it activated asap
- RC has spoken with Dave Elliott, setting up a Googleform version of the template for CRefCs to get coaches to complete on club-appointed fixtures involving BRR Refs/YMOs; agreement for RC to get QR code created and shared with BRR refs (for club appointments) and CRefCs
- NC to inform membership & CB/clubs of feedback mechanisms
- RC has also shared a list of individuals within clubs who could provide (informal) feedback on referees when not being watched by MODs – DL to review and consider next steps

AG/SB
RC

NC

DL

Resources/Succession Planning

Ongoing action for ExCom to consider succession planning & resourcing

ExCom

(Jan'24) CRefCs meeting

RC planned to host a meeting of Berkshire clubs CRefCs, but buy-in was limited due to other commitments

- It was agreed to delay the session until March
- As soon as a revised date is agreed upon, RC to circulate Zoom details so that everyone can put it in their diaries

RC

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

Following receipt of initial image, KP sourced a higher-res logo and is currently awaiting updated 'sample' image to decide on final version and progress order confirmation with supplier

Feb'24 update: KP chasing supplier for revised sample (following provision of 'better' stag image)

KP

(Sept'23) Corporation Tax

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

Feb'24 update: latest correspondence from HMRC shows £nil payable, but does not document BRUR Ltd's 'dormant' status for Corp.Tax purposes, which would be valuable to have on record, in case of future enquiries – PL/KP to follow-up, seeking documented agreement to dormant status from HMRC

PL/KP

(Jan'24) Club coach issue

NC spoke to Club Chair who has now spoken with their coaches

NC reiterated that the referee was of an appropriate grade for both appointments and that, having committed to providing Veo footage to support the allegation of unsafe scrum-mgmt, the club coach's failure to do so left their allegation unsubstantiated.

Actions:

- Club chair committed to sending-on the Veo footage – NC to follow-up, if not forthcoming
- Club chair would confirm to club coaches the appropriate route for any 'urgent' (safety-related) feedback on a BRR ref – that being via the Appointments team

NC

BRR Ref

- DL & Chris Parker spoke with the referee in advance of the Jan'24 members training meeting, explaining the concerns raised re: behaviour/language
- CP has agreed to 'mentor' the referee, expecting contact after each game ref'd, to review performance and work-ons – CP to feedback to DL/AG on a regular basis

CP

(Jan'24) BRR 'social' attendance of Rams final home fixture (20th April, vs Richmond)

- AG spoke with Cath Reynolds who agreed Rams would provide 20-25 tickets (though no parking); ExCom to 'fund' drinks for members (as with Rams 3 vs Windsor game on Fri 23rd Feb)

3. BRR Development Group

(Ref. draft proposal document circulated by AG)

ExCom agreed upon the following principles:

1. Eligibility criteria: Grading Committee belief in a member's potential to achieve Region 1 (L5) grading or higher
2. Development Group (DG) membership expectations:
 - a. Completion of PDP
 - b. Completion of self-reviews after appointed fixtures
 - c. Achievement of recommended Federation BRONCO time
 - d. Maintaining as much availability as possible (inc. for exchange fixtures) in order to maximise refereeing/development opportunities
3. Upon invitation to join the DG, nominees will need to be able to commit to the above, and should they fail to meet that commitment, the DG Manager has the right to propose their removal (that decision to be confirmed by Grading/Appointments)
4. DG Manager role to have dotted line reporting to both Grading (DL) and Appointments (AG)
5. Julian Rainford to be confirmed as 'DG Manager' as of the beginning of 2024/25 season (when he will also be returning to 'active duty' as a BRR MOD)
 - a. JR to confirm 'ways of working' with DG members and DL/AG

The ongoing shortage of MODs (both Advisers and Coaches), and potential 'mentors', is a matter of

concern and the limited numbers will restrict the amount of development support available to DG members

Proposed initial DG membership:

- Jack Kingman (L7)
- Ruben Botha (L8)
- Sam Peters (L9)
- Drew Stonehouse (L9)
- Jamie Payne (L10)

Additional development support – USB voice-recorder dongles

AG shared details of the USB dongles that all SW-MOT (L5) refs have been given, so they can record what is said during a match (and potentially sync to any Veo/other video footage available), to improve their post-game self-review.

NB – footage can be professionally dubbed, (utilising software that would cost £50, taking c.20-30mins per match), but this would not be necessary for BRR purposes (though might support nominations to Fed/SW-MOT)

Costings:

- Dongles - £6 each (in batches of 5)
- Micro-SD cards required for data storage (1GB : 1 match) – c.£30 for 10
AG has ordered 5x dongles and 4Gb micro-SD cards

Agreed actions:

- 4 dongles to be allocated to DG members as ‘pilot’ (until Sept/Oct, to allow JR to get involved) AG
- Remaining dongle to be temporarily lent to BRR ref to help them learn to moderate their language AG/DL
- Based on success/feedback from pilot participants, ExCom to decide whether to extend ‘offer’ to wider BRR membership ExCom

4. AOB

(AG) – Appointment requests received for Sevens tournaments

- **‘Kaiviti Invitational Sevens’ at Newbury RFC**
Decision: respectfully decline to appoint, citing limited number of suitable referees AG
- **Southern leg of English College Sevens, at Newbury RFC**
4x pitches, requiring 12+ referees, on Wed 6th March (clashing with a major Army tournament, so potentially limiting refs available, beyond normal mid-week restrictions)
Actions:
 - o AG to request more info from organiser AG
 - o AG to then circulate details to membership, as well as sharing with neighbouring Fed RefSocs (Hants, Oxon, Bucks) 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 21:45 NC

The next ExCom meeting is scheduled for Tues 5th March 2024 – venue TBC
NC to circulate Agenda in advance, point members to previous Summary Minutes on website, etc. NC