



# 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 5<sup>th</sup> March 2024 at 8pm via ZOOM

**Present:** DL, AG, RC, NC

**ACTION**

### 1. Apologies

PL, KP

### 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 23<sup>rd</sup> Feb, 7:30pm KO (late cancellation of fixture)
- County U20s vs Warks (Friendly) – Sunday 10<sup>th</sup> March, 2pm KO at Rams RFC (late cancellation)

#### **(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 17<sup>th</sup> 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:**

- 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

DL

#### **Mar'24 update:**

- AG has spoken with WTR (Mark Brown) – feedback forms to go live from start of next (pre)season – AG to confirm once active
- Googleform (and assoc'd QR code) now active and shared with CRefCs – RC/Grading (DL,AG) to monitor
- Complaint raised (by DL) with Berkshire club re: a club member, following feedback from referees (inc. exchange refs) regarding unsolicited approach/comments on performance, including coming into ref's changing room

AG  
RC,DL,AG

DL

#### **Resources/Succession Planning**

Ongoing action for ExCom to consider succession planning & current/future 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

<ul style="list-style-type: none"> <li>- As soon as a revised date is agreed upon, RC to circulate Zoom details so that everyone can put it in their diaries.</li> </ul>	RC
<p><b>Mar'24 update:</b></p>	
<ul style="list-style-type: none"> <li>- Based on CRefC feedback, session delayed until off-season – RC to coordinate</li> </ul>	RC
<p><b>(Aug'23) 100 game 'awards' (KP)</b></p>	
<p>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</p>	
<p><b>Feb'24:</b> KP chasing supplier for revised sample (following provision of 'better' stag image)</p>	
<p><b>Mar'24 update:</b> updated design approved and order placed</p>	
<ul style="list-style-type: none"> <li>- KP to advise on ETA</li> </ul>	KP
<p><b>(Sept'23) Corporation Tax</b></p>	
<p><b>Nov'23:</b> 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</p>	
<p><b>Feb'24 update:</b> 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</p>	
<p><b>Mar'24 update:</b> PL has sent a letter requesting confirmation of dormancy</p>	PL
<p><b>(Jan'24) BRR 'social' attendance of Rams final home fixture e 13<sup>th</sup> April, vs Richmond)</b></p>	
<ul style="list-style-type: none"> <li>- AG spoke with Cath Reynolds who agreed Rams would provide 20-25 tickets (though no parking); ExCom to 'fund' drinks for members</li> </ul>	
<p><b>USB voice-recorder dongles</b></p>	
<p>Initial feedback (from DG squad members):</p>	
<ul style="list-style-type: none"> <li>- Good quality recording of voices in general play (ref &amp; 1-2 other individuals in immediate vicinity)</li> <li>- Poor quality (with distortion) when many voices being recorded</li> </ul>	
<p><b>Mar'24 action:</b> further 10 recorders &amp; memory cards ordered by AG, for distribution at end of pilot period/start of 2024/25 season to (any) willing members</p>	
<p><b><u>3. Pre-season fitness</u></b></p>	
<p><b>Scheduling:</b> RC to get Dave Elliott to circulate a poll, via the Ref WhatsApp groups, asking for preference between start at beginning of June or July</p>	RC,DE
<p><b>Test criteria:</b> both Yo-Yo &amp; BRONCO to be offered, though DG members expected to complete BRONCO (5:15)</p>	
<p><b>Venue:</b> RC to check with Reading RFC that they are happy for us to continue to train at Holme Park</p>	RC
<p><b>Comms:</b> once start date confirmed, NC to (re)circulate BRR's fitness testing 'guidance' to all members (and probably also send a reminder note closer to the start of the pre-season training window)</p>	NC
<p><b><u>4. AOB</u></b></p>	
<p><b>(AG) – Appointments</b></p>	
<p><b>Weekend of 23<sup>rd</sup> March</b></p>	
<p>'Crunch' weekend, due to rearranged fixtures: currently 22 games, with only 19 refs available on Sat.23<sup>rd</sup>, plus additional games to cover on Sun.24<sup>th</sup></p>	

**Appointments team changes**

- **Midweeks**  
Rob Reilly to step down at end of current season (though will continue to referee)
- **Re-Appointments/Exchanges**  
Richard Flower to handover to AG/DE from end of current season though will continue to watch refs (as directed by DL)

**Action:** AG to discuss ways of working with DE and consider need for/potential candidates to replace RR going forward

AG

**Proposed training meeting topics:**

- Simon Long sharing & commenting on footage of his L5 games (now confirmed for 16<sup>th</sup> April)
- Appointments: process, strategy & objectives; self-review considerations; plus reminder on MO development pathway? (19<sup>th</sup> March)

**Kit** – more TJ flags required – AG to order

AG

**Upcoming RFU courses**

- RC leading 'Intro to Refereeing' courses, at Reading RFC, on Sat.23<sup>rd</sup> March & Sat. 27<sup>th</sup> April

RC

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 20:40

NC

The next ExCom meeting is scheduled for Tues 2<sup>nd</sup> April 2024 – venue TBC

NC to circulate Agenda in advance, point members to previous Summary Minutes on website, etc.

NC