



DORSET & WILTS RUGBY FOOTBALL UNION LIMITED

A meeting of the Dorset & Wilts. RFU Executive Committee will be held on Tuesday, 12th July 2021 from 7:00 p.m. via Zoom.

MINUTES/██████████/REPORTS

[working assumption: papers sent with or referred to in this Agenda will be taken as having been read]

No	Item	Lead/Action
1.	Attendance, Inc. apologies: co-options and any introductions	CB/GB

Mike Moysey [MM]	Atte	Sean Macey [SM]	Apol	Gerald Burden [GB]	Atte
Alison Hunter [AH]	Atte			Chris Burton [CB]	Atte

2. Interviews for the role of Non-Executive Director

As part of the re-vamping of the D&W, we require a Second Non-Executive Director. Following discussions, it was agreed with CB & MM these interviews would be held at the start of this meeting. We had three candidates applied for the role.

19.00 hrs	Paul Kayente
19.30 hrs	Sean O'Rourke
20.00 hrs	Ron Jones

After a brief discussion Ron Jones was asked to join the meeting as the second Non-Executive Director. In excepting this role RJ has agreed to step down from the role of Council Representative.

The committee also agreed that the two other candidates would also be a benefit to D&W, and it was agreed to hold additional meetings with both.

3. **Minutes:** To note the minutes of the Executive Committee held on the 21st of September 2021. [Cancelled due to no reports being received]

4. **Matter arising:**

Outstanding Actions

<u>Start Date</u>	<u>Action</u>	<u>Name and Status</u>
12/10/2021	It was agreed to list on the next Council meeting agenda. The need additional Council meeting during the year.	GB
12/10/2021	Meeting with Michael Bamsey	CB/GB
12/10/2021	Training of selectors – CB suggested Alan Low.	GB
12/10/2021	Draft a Job Description for the role of Membership Secretary.	AH
12/10/2021	Nick E to email GB a list of the clubs to be invoiced. It the invoices are not issued within 7 days; we will need to chase.	CB
12/10/2021	Still to be arranged	JB/JE

12/05/2021	Arrange a meeting between Julie Boddington and Janet Edwards	RJ
12/10/2021	Now complete report to be submitted before the next meeting. Working group meeting next week.	CB/BB
12/05/2021	Woman's review – Terms of Reference needed – include the need for referees	
12/05/2021	Re-boot scheme	GB
12/05/2021	Re-write the JD for the Club Reps	JM/DW
12/10/2021	Try again to request a meeting, copy in Mark Saltmarsh – Andy Marriott	GB
13/04/2021	Arrange meeting with County Schools Union.	
13/04/2021	Budget meeting – to be finished within 4 - 6 weeks.	GB/AH
13/09/2020	Record the VP membership on to the accounting system	AH

5. Reports:

All

a) Financial

GB submitted a draft budget for the coming season (copy attached).

AH reported that she had received a payment of £11,865.00 from the RFU. This was part of our annual funding package.

AH reported that there are two outstanding Club affiliation fees (Corsham and RWB).

b) Governance

Safeguarding

Please see attached email from Donovan.

GB reported that David Griffith has stepped down from his role within safeguarding. This role will have to be advertised.

GB reported that he had been requested to book a Safeguarding Zoom Meeting, and date is Monday 25th October at 19.00 hrs.

Discipline

On the 30th of September 2021, Swindon RFC was summoned to appear before the Dorset & Wilts RFU Disciplinary Panel to answer a 5.12 charge. The club was charged with a breach of RFU Regulation 5 (Specifically: failure to submit their club accounts to the CB Treasurer by the 31st of December).

The Disciplinary Panel deemed the charge to be proven.

The sanction imposed was as follows

The club was fined £2,000.00 suspended for three years, which would become due if the club fail to submit their accounts to the CB Treasurer by the 31st of December, during the period of suspension.

Playing Under 17's up.

GMS has identified a number of clubs that have played Under 17's at senior level, this is against the current RFU Regulations until the 1st of January 2022. The decision has been taken that one club will come before a disciplinary panel, and the sanction awards against that club will become the stand sanction for all clubs committing this offence.

Disciplinary data

Club	Name	Charge	Outcome	Sanction	Return to play date
Yeovil			Passed to Somerset		
Swindon	Club	5.12	Proven	£2,000.00 fine	Suspended for 3yrs
Dorchester	Age Grade		Passed to the RFU		
Calne	Chris McAlonan	9.12 & 5.12	Proven	4 match ban	
Trowbridge	Zak Harvey	9.12	Not proven		
Lytchett Minster	Jordan Andrews	9.13	Proven	3 match ban	17 th October 2021

St Austell			Passed to Cornwall RFU		
Bradford on Avon	Age Grade	9.12	Proven	4 Matches	
Bradford on Avon	Age Grade	9.12	Not Proven		
Devizes	John Bramwell	9.27	Proven	1 match ban	23 rd October 2021
Melksham	Jack Tunney	9.13			
Poole					

Invoices

Swindon	£ 85.00
Lytchett Minster	£100.00
Devizes	£ 85.00
Calne	<u>£ 85.00</u>
	£355.00 total due

Anti-Doping & Illicit Drugs

c) Club Development

Facilities

Nothing to report

Training Courses

CB held talks with Brett B about running a Level Three 1st Aid Course programme. Brett as agreed a cost of £60.00 per head.

GB suggested that if we use the Re-boot funding (£2,800.00) plus the £2,000.00 from Tribute Brewery (see below – Community Rugby). This would give the D&W a budget of £4,800.00 for these courses. The D&W will be able to offer 160 places to clubs, with the D&W paying £30.00 + VAT per head and the clubs paying the remaining sum of £30.00 per head.

The maximum number of places per club will be six, unless there are places available fourteen days before the date of the course.

The invoices to include VAT - £30.00 + VAT.

Volunteering

Report circulated

Council Representatives Review

Report circulated

Recruitment

1. Dave Wookey has agreed to become the Council Representative lead.
2. Sean Macey has agreed to become Community lead.
3. Age Grade Rugby Lead – Nick Elbourne.
4. Representative Rugby Lead – Michael Bamsey.
5. Governance Chair – Donovan Lynaghan.
6. GDPR Lead – Nicola Wallace-Walton.
7. Ron Jones & Stuart Murrow have agreed to become D&W Council Representatives, this leaves only one additional Council Representative to be found for West Dorset.
8. Dave Wookey has offer to become the lead for a Woman's Cup competition.
9. Julie Simpson appointed Military Liaison Officer.

Outstanding Recruitment

1. Playing Section lead.

2. Senior Competitions Subgroup Secretary.
3. CB RugbySafe Manager.
4. Membership Secretary.
5. CB Volunteer Coordinator for Wiltshire.
6. RJ has informed GB that Simon Carkett is stepping down as Chair of Selectors, but I have not heard this from anywhere else. GB asked do we need Selectors. CB asked who would train any selectors and suggested Alan Low.

RJ suggested that before we appoint anyone in post, we should carry out some type of referencing process.

AH to draft a Job Description for the role of Membership Secretary.

Leadership in Union

The course runs from January to June 2022, and the programme blends face-to-face and online sessions.

Cost - £600 plus VAT for the first CB candidate with a 50% reduction for further CB candidates enrolled.

To enrol candidates, confirm their details to the CB Relationship Manager by 23rd November 2021.

d) Representative Rugby

1. All three competitions – Adult Men, Women and U20s will go ahead this season.
2. The Men's and U20s will take place at the end of the season, the format of the U20s competition will be communicated shortly.
3. The Women's Championship structure will change and now comprise three divisions.
4. RFU funding has been agreed at £2,000 per team for each competition.
5. It is hoped to play the division one finals at Twickenham Stadium, but this is still to be agreed.
6. The other finals will be played at a ground of note, locations to be agreed.

Mike B would like to meet up. ASAP. MM would like to attend.

e) Woman's and Girls Rugby

Woman's County Cup Competition.

Following the South Wiltshire huddle on Monday 28th September, GB have received the proposal below from Dave W. I circulated the proposal to the Competition Committee on Wednesday 30th September for comment and received a very positive response. The committee recommended that the competition should be ran jointly by Dave W and Brett B, under the committee competition banner. Therefore, the next stage is to ask the Executive Committee to formally recommend the proposal to the CB Council.

Proposal for Knock Out competition for Womens teams in D&W

During South Wilts Huddle meeting it was asked if clubs would welcome a Womens Knock Out competition similar to the Mens. The three clubs having Women teams welcomed the idea and a fourth felt it would encourage them to start up as the league structure isn't enough and relies on friendlies having to be organised, so another 4 or 5 fixtures would be helpful, especially if meaningful

The other huddle groups have been asked to ask the same question and I feel sure that those clubs with active women's sides would be keen

I would propose that there are 2 tiers with first round losers in each going to a vase competition, winners continuing the Cup, therefore all teams get at least 2 knockout games

Now while this was discussed we considered the offering of competitive rugby to clubs having U13,15 and 18 girls.

While currently not all clubs have sufficient to run 15 a side teams in these age grades, competitive rugby in their club jersey can only increase participation, there we would look to run similar competitions in line with Regulation 15 for these Girls, perhaps initially as groups of clubs together aligned with the Huddle groups to start this off for a single or

perhaps 2 seasons as numbers increase and players are safe to play. It was felt that while the super clusters bring girls together and they play some games as part of that it's not "for the jersey" or meaningful competition like Boys are offered, again the CB should offer the same for Girls and Boys if we are to be inclusive

Given this is being submitted from Council it needs to be put through the Head of Community Rugby to the Chair Competitions committee. I do believe that it should be run by the single competitions committee and not separately by the seemingly separated W&G part of the CB as we should have inclusivity

Obviously, this will require an organiser and I am willing to start this off and train others to follow for subsequent seasons

It occurred to be while writing this that in the Summer we could organise a Walking Rugby inter club tournament for the CB – again demonstrating inclusiveness.

Budget

	Outgoings	Income
Entry fees – Year 1 no charge – ask for donations towards the event cost.		£0.00
Venue hire.	£240.00 (8 hrs – AGP)	
Food	£600.00 (After match)	
Shields	£100.00	
Cost to D&W	£940.00	

Dave Wookey
Council Member South Wiltshire
Dorset & Wilts RFU

GB stated that more details was wanted and that the competition should be part of the Women's & Girl's review. CB reported that it would be better to hold a huddle-based event. Because of the levels of abilities across the twin counties. With each huddle supplying a group of players for a festival.

f) Community Rugby

Leagues

Tribute Brewery to pay £2,000.00 per year for three years, for the naming rights to the D&W leagues. Plus, equipment to the clubs along with a team of the month award. This money to be used for the benefit of the clubs.

RFU also to run a team of the month competition.

Senior Cup Competition

FIRST XV CUP – 16 OCTOBER	Wimborne v Swindon
FIRST XV VASE – 16 OCTOBER	N. Dorset v Puddletown
FIRST XV PLATE – 16 OCTOBER	Lytchett Minster v Wheatsheaf CC
Amesbury v Poole	
Colerne v Pewsey Vale	
Cricklade v BOA	
SECOND XV CUP – (Friday 15/10 under lights)	RWB2 V Marlborough 2

g) Age Grade

Report circulated

GB understand that this competition is underway, did the invoices get issued and by who. Nick E to email GB a list of the clubs to be invoiced. If the invoices are not issued within 7 days; we will need to chase. **CB**

Age Grade Representative Rugby funding, please see attached.

h) RFU Council Representative

JC

Report circulated

It was agreed to list on the next Council meeting, do we need additional Council meeting during the year.

It was agreed to leave the structure unchanged, and we need to ensure that the correct leave information is presented to council.

6. Any Other Business: (if time permits)

All

Outstanding items for the Handbook/Website

Referee details and any updates

Club details for the following

1. Bournemouth RFC
2. Bradford-on-Avon RFC
3. Bridport RFC
4. Cricklade RFC
5. Dorchester RFC
6. East Dorset Dockers RFC
7. Lytchett Minster RFC
8. Melksham RFC
9. Oakmeadians RFC
10. Poole RFC
11. Swindon RFC
12. Swindon College Old Boys RFC
13. Warminster RFC
14. Weymouth & Portland RFC
15. Wimborne RFC

CB Bar wristband request: Autumn 2021

CB Bar Wristbands are available for the following matches, Maximum number available 10 per match. First come first served.

MATCH	DATE	
ENG v TON	06/11/2021	
ENG v AUS	13/11/2021	MM requires four – Julie B requires two
ENG v SA	20/11/2021	

AGM

Details circulated to all voting clubs, VPs, and Committee Member.

Social Media

In the past week we have detected two posts on twitter, which are of concern.

1. About Chippenham recruiting Under 15's player from other clubs via the DPP. The Club has carried out an investigation. (copy of club report attached)
2. Match Official Abuse from coaches going unreported. Disciplinary Chair is met account holder on The 7th of October 2021.

GB reported that people can report Match official Abuse via the website soon. It a trend starts to develop within a Club from these reports, GB now have the power to issue a formal warning to clubs.

MM reported on the visit of Nigel Gillingham, which will be at Wimborne RFC on Saturday 16th October 2021. CB suggested that the CB should meet the cost of any food etc.

RJ reported that several clubs and CBs donated to the president's charity.

RJ suggested a fixed Term of Office (i.e., Three Years), for all roles that are not voted in at the AGM.

CB asked about the pre-payment card. AH to update.

AH reported that she will be returning the spare international tickets to the ticketing office.

Gerald Burden Gen Sec

Dorset & Wilts RFU Council Report

Date:	12 October 2021
Reporter:	Jon Monaghan
Previous Quarter activity:	East Dorset West Dorset – 11/10/2021 North Wiltshire Mid Wiltshire South Wiltshire
Clubs at risk:	Not covered for this report
Club development requirements:	Discussions into sharing Club development plans to see and share good ideas and practice. There has been a reluctance to do this in the past but this is something Jon will explore at Huddles he attends and with the Council Representatives.
Problem issues: (from more than one Huddle)	This will be covered in future reports. Jon has agreed with the council to report on their behalf to ensure the Management Board have a focused report which covers all areas.
Other items for discussion (e.g. Items from Management Board Reports) Minutes to be sent to the Council at least a week prior to a meeting.	Council Development Project Methodology: <ol style="list-style-type: none">1. To assume a leadership role as Club Representative Co-ordinator – Jon has discussed this with Dave Wookey who had already put himself to lead the Council in line with notice sent out. Jon is acting as reviewer and liaison between council and Management Board to report on progress made against this methodology. As the project is planned for up to one year it is sensible to have one of the elected members in the leader role to continue when the project concludes.2. To assume a leadership role as Huddle Co-ordinator – See above.3. To examine all aspects of the Club Representative structure, processes and procedures in respect of their efficacy. – Jon initially met with Dave Wookey and has now presented a draft set of guidance / job description which has also been discussed with the other member of the council. There is a majority in agreement and the updated notes have been forwarded to the Hon Sec for inclusion in the website.

	<p>4. To identify any obstacles to delivery and performance. – On the whole council members are like minded in relation to their responsibilities, involvement with their clubs and delivering huddles and visits. One barrier seems to be in the delivery of information. It has been agreed that in terms of information delivery this is the responsibility of the secretary with Council Representatives having knowledge and the responsibility for ensuring their clubs understand and implement any work required. Jon will be continuing to monitor this and will report further in due course.</p> <p>5. To explore, identify and recommend to Management Board any developmental measures and/or changes. – Jon has made a start in this but needs to allow the council to start development for themselves which they are on the whole doing.</p>
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Date:	11th October 2021
Reportee:	Nicola Wallace-Walton
Previous month's activity:	<p>Updated the DW website GDPR page. Including recording the intro adding contact info and checking and updating the RFU links. Passed to DW Hon Second for uploading. Gerald created a document based on the above for sharing with clubs. DW Admin circulated the document to all clubs. Thanks Gerald.</p> <p>Investigated DW admin ICO registration</p>
Current Budget update:	
Proposed Activity (including estimated cost)	<p>To liaise with DW Treasurer to complete ICO registration. Will contact Alison this month to get this going.</p> <p>The registration required company info which needs to be supplied by the Treasurer.</p> <p>Fees will be estimated once registration is completed online.</p> <p>Would like to join in with DW cluster meetings across both Counties to spread the data security message.</p> <p>Will investigate the next meetings and either join via Zoom or visit the club's hosting.</p> <p>Mileage costs by be incurred.</p>

Date:	10.10.21
Reportee:	Julie Boddington CBSM

Previous month's activity:	<ul style="list-style-type: none"> • 1 Play it safe course delivered, Bookings coming in for further courses. • 1 coach has been allowed to return to coach with Conditions. • A Salisbury coach has been barred, New CSO in place at Salisbury and dates for play it safe being looked at as this is the 3rd one who has been barred in recent months • A message has gone out to say that U16's can play Colts rugby, I have been advised that for this season this will be in exceptional circumstances only, i.e. any Boys who are on the DPP pathway for example. This has caused issues with Nick Elbourne, discussed with Chris Burton • Swans are looking to request U16 players play down to U15 as they have reduced In numbers, this is being looked at as the week before they beat Bridport U16 easily/ Chris Burton is going to assess. • Bridport have combined the U16 and U17 as they do not have enough numbers to play • A safeguarding zoom call will be held on the 25th October • JB looking at confirming a date for the IN touch course led by the RFU team • Dave Griffiths has stepped back from teaching courses and JB has had several emails regarding him not responding to emails from clubs so will now formally ask him to step away from his role and look to see who may be able to fill this gap. Joe Walsh may be a suitable candidate and JB is speaking to him as he already supports in this role. Joe is also going to be trained to deliver Play it safe courses which will reduce mileage for JB as he can cover the North of the region. • Dorchester u16 have been accused of racial abuse. The coach has been suspended while awaiting a disciplinary which I do not have details for. This was during and post a game with Oaks. • A Dorchester U16 player has admitted a racial offence, as yet neither the Dorchester CSO or myself have details of any panel for this, can we please have details? • Safeguarding audits will need to be started next month. JB working with JW to organise and prioritise the ones who need most support
Current Budget update:	Nothing
Proposed Activity (including estimated cost)	CSO Conference for all CSO and assistants proposed for January, looking at venues etc to assess costs as Zoom is not always easy for some people.

RFU Council Rep report

Busy first 2 months of term- been attending a number of sub-committee meetings as suggested by the Nominations committee. These have been interesting and certainly helps to gain a broader understanding of various aspects of our game.

Attended first physical Council meeting on Friday 1st October. Link to the Middlesex notes is as follows;- <https://middlesexrugby.com/wp-content/uploads/2021/10/MCRFU-RFU-Notes-1stOctober-2021.pdf>

These provide a useful guide over areas covered. Extra points- seems most clubs are in a good financial state as rugby returns post-pandemic but there are on field/off field worries around playing numbers, across all ages and volunteers being in short supply. Women & Girls however seem to be growing still in playing numbers.

Referee shortages- this is covered in the Middlesex notes however, a few extra points include possible reasons for lack of referees include concerns over fitness, nerves about returning, Law changes but also worrying is nothing to enthuse me to return! Likes from a ref's point of view include being part of a match, respect from players and commitment from players however, dislikes include lack of respect from supporters and parents and poor facilities. On the last point do we need to get clubs thinking about facilities should they be appointed a female referee?

Covid grants- Audits of clubs starting soon. Loans- clubs have been through the Money Laundering tests and should be getting follow up letters shortly with next steps.

I have also attended the monthly CB drop-in meetings, have sent notes to key officers but should these go to everyone including D&W council?

We have also been asked to host a visit from the RFU Senior Vice-President Nigel Gillingham. This will hopefully be this weekend with a visit to watch the 1st XV Cup game Wimborne v Swindon.

If I could suggest that as a CB, we need to focus on helping clubs cover cost of upskilling coaches/managers/parents with 1st aid skills and also encouraging & supporting the cost of getting more people doing referee courses. These seem to be 2 key areas that the game (and other CB's) are focusing on.

Finally, I feel I need to say that I think it is important as RFU Council Rep that I should be invited to attend all meetings, be it Exec, Council, Club clusters and so on. It is all well and good getting minutes, but these never truly reflect the discussion and debate that goes on behind these matters.

Date:	12/10/2021
Reportee:	Jon Monaghan
Previous month's activity:	<p>Youth Leadership Programme has now concluded. Jon is arranging to hold a presentation with two of the three completers in the next two weeks. The third is away at University and will not be available until December so will be presented with his stash then. Jon has emailed Management Board members requesting availability but only received one response so will arrange with the one who replied.</p> <p>Jon has received two expressions of interest already in the next programme even before it has been advertised. He hopes that this indicates that the message is spreading slowly and we will get a better response when we advertise it.</p> <p>Jon is planning to continue delivery of the programme by Zoom as this seems to work and will encourage completers to be involved in delivery and mentoring in future programmes.</p>

	<p>RFU MMVRP nominations for Dorset & Wilts RFU sum 7! Four of which Jon completed himself. Jon has given feedback to the RFU on this poor showing but has not had any response.</p> <p>Jon has recently attempted to nominate volunteers for free match tickets for games at Twickenham. Sadly he tried to nominate one from Dorset and one from Wiltshire but of five people offered the opportunity only one has been able to accept the nomination. As a consequence this means we miss out on a set of tickets. Jon will raise this with the council and encourage them to discuss volunteer recognition at huddles and forward potential recipients to the CBVC so we have club involvement in this in future.</p> <p>Jon has been asked to lead on a Council Development Project which he has started. Please see Council report form with a preliminary update.</p>
Current Budget update:	<p>Jon has had Polo shirts and glass trophies engraved for YLA graduates, invoices have been sent to Alison.</p> <p>Jon is making arrangements for a presentation and is liaising with Alison to cover the costs.</p>
Proposed Activity (including estimated cost)	As already said we will be continuing with the Youth Leadership Programme this month