



DORSET & WILTS RUGBY FOOTBALL UNION LIMITED

A meeting of the Dorset & Wilts. RFU Council was held on Tuesday, 15th August 2023, at 7:30 p.m.

MINUTES – AGENDA

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

No Item

1. Meeting In person at North Dorset RFC Longbury Hill Lane Gillingham Dorset SP8 5SY

2. Attendance, Inc. apologies: co-options and any introductions

SM/GB

Mike Moysey [MM]	Atte	Nigel Matravers [NM]	Atte	Gerald Burden [GB]	Atte
Alison Hunter [AH]	Apol	Jane Hart [JH]	Atte	Alistair Morrison [AM]	Atte
John Constable [JC]	Atte	Darren Astley [DA]		Nicola McCombe [NMc]	Atte
Denis Nolan [DN]	Apol	Ed Taylor [ET]	Atte	David Wookey [DW]	Apol
Hamish Morton [HM]	Atte	Chris Burton [CB]	Atte	Sean Macey [SM]	Atte
Emma Santer [ES]					

Red represents Non-voting members

The Co-opted members are Chris Burton (Chair) – Denis Nolan (Referees)

Agreed

SM outlined his vision for D&W.

I would like to reiterate the three-word mantra that I spoke about yesterday.

Communication:

Emails, both internal and external that require a response to at least be acknowledged within 48 hours. This will let the sender know that it has been received and being dealt with. Increased social media activity.

Contact:

Direct interaction with clubs through visits and possible F2F Huddle meetings

Visibility:

Be visible in the things that we undertake, both internal and external. I would like us to be more than names on a list, so please send in a recent photo to Gerald to go onto the website.

We have a great team of people within D&W, and I believe that using the CCV will take us on a journey that will make D&W the best it can be and raise our status with our clubs and external bodies.

3. Minutes:

To note the of the Council meeting held on the 16th of May 2023

Noted

Copies available on the D&WRFU website, please [Click here](#)

4. Matter arising:

Date	Description	Who	Comments	Status
	CCV	All		RED
15/08	Play-it-Safe courses in each huddle area	JF/JH		RED
	Update the content of the D&W website for referees	DN		RED
	Update the content of the D&W website for D&I	A.N.O/JH		RED
	Update all D&W website pages	Section Leads		RED
	D&I Lead advert wanted	GB	Done	Green
	Name for D&I role passed to JH	JH	Interview to be arranged	Amber
	Set dates for club audit	JF/JH		RED
	Play it safe courses	JF/JH		RED
	CSO calls	JF/JH/GB		RED
	Deputy Safeguarding Manager role	JH	Interview to be arranged	Amber
	CSU financial assistance request	HM		RED
	1st Aid training and the Pro-active App Grants	GB/AH/CB	To be included in the budget for year 2023-24	RED
	Circulate monthly a list of club's financial status	AH		RED
	Under 17-18's Cup competition	HM/GH/NE		RED
	Revise the structure of the D&W agenda and the minutes	GB	Done	Green
	Introduce a RAG's table within the agenda – minutes	GB	Done	Green
	Funding (Targeted Delivery Report for 2022-23	AH/CB/GB		RED
	Outstanding Vacancies	GB	Social Media – Website	Amber
	Committee report deadline – needs to be adhered to	All		Amber
	Revised date – HM to hold an Age Grade meeting via Zoom on the 18 th of September. To allow time for his report to be compiled the Council planned for the 19th will be moved back 7 days to the 26th of September.	HM/JMc/CB/GB	Zoom Link set up	Amber
	Council member photos wanted	All		Amber
	The grant payment for the 2022-23 relating to Regulation 7 should be made in line with the RFU policy.	AH		Amber
	Reply to emails within 48 hours	All	Auto-response is an option	RED
	D&W Volunteer Evening on 14 th June 2023 at NDRFC		Volunteer wanted	RED
	ERDPP – Somerset club members applying to be part of the D&W programme.	NMc	Contacting Martin McTaggart Having double checked, as per the regulations, girls are eligible to play in the D&W	Green

			<p>programme if they meet any of the following.</p> <ul style="list-style-type: none"> • Live in D&W • Go to school in D&W • Play at a club, or • Born in D&W <p>(GB note) The same would apply to the Sports Bra support package.</p>	
	Honda Volunteer Winners	NMc	Contacting Stephanie Allmark	RED
	Club visits	All	Ideally, we should have a schedule in the calendar for these visits	RED
	School's I & D policy	JH/I&D Lead		RED
	Breakdown of outstanding age grade competition invoices	GB/AH		RED
	Funding	GB/AH/CB/NMcC	Meeting with NMcC to be arranged.	RED

Other Topics

1. Roles and Responsibilities – See Attached Matix

GB updated the meeting on the revised structure.

2. Social Media

GB stated that section leads need to supply the information before any posts can be uploaded.

5. Non-Area Representatives Updates:

➤ Women's

No Report Received

ES

➤ Referees.

DN reported that he is pleased with the number of clubs that have invited referees along to training evenings to brief them re tackle heights. But there is still time if others wish to get guys along to assist in their preparation for the season.

DN

➤ Governance.

JH asked about grants for 1st Aid training and the Pro-active App, GB confirmed that both would be included in the budget for 2023-24.

JH

Diversity & Inclusion.

JH reported that we had lost the Inclusion and Diversity lead, so we will need to advertise the volunteer role. GB reported that the role had been posted on Website and Social Media.

GB reported that we have received an enquiry for this role from Ben Shuker (Chippenham), passed JH.

Rugbysafe

JH reported that we had found a new Rugbysafe lead, which is great news. All the forms were completed correctly in a timely fashion, and he was interviewed by the RSL from Hampshire. Robin Nathan from Cricklade RFC has got to work without delay and has already sent out his 1st email asking for details of all club RSL. He is going to be a great addition to Dorset & Wilts.

Safeguarding.

Quiet few weeks.

Dates to be set for club audits, play it safe courses and CSO calls will be booked from September and a schedule will be available from next week.

Safeguarding self-audit on GMS must be completed by club before any approvals for festivals, tours, or 17 yr old to play adult rugby. Process for all of these are the same as last year, forms are available on line and must be approved by Myself for the 17yr olds playing adult rugby.

Joe Walsh will be dealing with festivals and tours at present, but we do need someone to replace him as he is going to be working abroad and so will have reduced capacity to complete this work.

No safeguarding issues to report.

GMS, and Youth registration.

D&W stats

- 1085 registrations so far
- Of those, 128 are female, from 22 clubs
- +28.9% increase on this time last year
- 30 clubs have registrations in the system so far

(Note for Dave – Ben Shuker (Chippenham) shows that his club is RWB on GMS)

Discipline

Nothing to report

GB

GDPR

All policies to be updated.

NWW

Anti-Doping & Illicit Drugs

JH has spoken to the lead to ask for updated policies and some information on county lines. Awaiting progress.

CB Polices

On-going review

All

Data Management

Nothing to report

DW

6. Executive Committee Update:

Accounts

Outstanding Invoices

The RFU have now confirmed the D&W funding allocation for season 23/24. Meeting with NMcC to be arranged.

AH

County Membership

Direct Debit payments to start October 2023

7. Age Grade

HM

❖ Schools

GB reported that he had received several reports from the CSU.

GB reported that the CSU needs to be updated on CB members roles, (i.e. Nick Elbourne – Ron Jones).

GB reported that he had received a request from the CSU for financial assistance (£2,5000.00) for Festivals / Tournaments run by the CSU for the provision of Professional Pitchside Medical cover.

GB stated that we do not receive any support for the CSU from the RFU, so the £2,500.00 will have to be self-generated by the D&W or the CSU. It was agreed that HM should meet with the CSU and support should be offered for 1st aid training etc as per regulation regarding 1st Aid Cover etc.

❖ **Un 6 – 11's**

No Report Received

❖ **Un 12 – 18's Boys**

See report document

GH

As part of the handover process, Nick Elbourne has been asked by Gordon Harding to do the set up for the Under 18 competition for this season based on a similar model to last season.

It is hoped to publish the fixtures on GMS and the D&W Under 18 Competition WhatsApp Group by the end of Friday 11 August.

GB stated that some clubs listed are not D&W Voting Clubs, these clubs should be affiliated to the D&W before the competition starts. Cost per club £30.00.

The D&W IPS Constitution reads at

5.8 A Club shall be liable to suspension or termination of its membership or privileges the Committee may determine if:-

5.8.1 It shall not have paid its annual subscription by 1st of November each year.

Some of these clubs may also play in the Senior D&W leagues.

Email report from Nick Elbourne received on Tuesday 15th February.

See report document

❖ **Un 12 – 18's Girls**

See report document

CD

We will need to determine how many from Walcats are eligible for support from D&W, because this team is a combination of Somerset & Wiltshire clubs.

Dorset & Wilts Plan which gives an overview of the girls U12-U18 section.

See report document

8. RFU Council Representative

See report document

JC

9. Executive Committee Update:

See report document

Club Support

AO

GB reported that as part of the 2022-23 D&W grant schemes, the D&W are due to award a grant to a club, which now has been found to be in breach of Regulation 7 during the 2022-23 season.

Which means they will still be eligible for any grants or awards made during the 2022-23 season but will be ineligible for funding and some forms of support from the RFU during the 2023-24 season.

They are due to receive a 2022-23 RFU grant of [REDACTED] to upgrade their toilets facilities, our grant was for clubhouse improvements to the value of [REDACTED].

They will also be ineligible for funding from the D&W if the original funding was received from the RFU by the D&W during 2023-24.

GB asked the Council should the payment still be made or cancelled, GB is concerned that other clubs will not see the logic of making the payment relating to the previous year.

It was agreed that we should make this payment in line with RFU policy.

GB reported that some clubs are requesting grants from the D&W, to make up their 50% contribution towards RFU grants and support. GB asked If the Council is happy to support this practice.

Council agreed that this practice should not be supported.

9. Community Rugby

SM

See report document

10. Representative Rugby

MB

See report document

11. AOB:

Outstanding Vacancies

- ❖ Volunteer Co-ordinator – Dorset & Wiltshire
- ❖ Area Representative
- ❖ County Rugby Sponsorship Manager
- ❖ Age Grade Competition Support members
- ❖ Senior Competition Support members
- ❖ Deputy CB Safeguarding Manager
- ❖ Diversity & Inclusion Lead

For JD please [Click here](#)
East Dorset

For JD please [Click here](#)
For JD please [Click here](#)

Upcoming Dates

Council

26th September 2023 (new date) – 31st October 2023 – 12th December 2023 – 16th January 2024 – 27th February 2024 – 9th April 2024 – 21st May 2024 – 2nd July 2024 (Subject to change)

GB asked if all section leads could review their website content and forward any updates that are required to him ASAP.

Gerald Burden - Gen Sec