



DORSET & WILTS RUGBY FOOTBALL UNION LIMITED

A meeting of the Dorset & Wilts. RFU Council was held on Tuesday, 10th October 2023, from 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** **Lead/Action**

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

Red represents Non-voting members

3. Minutes:

To note the of the Council meeting held on the 15th of August 2023

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

Noted

4. Matter arising:

| Date | Description | Who | Comments | Status |
|-------|--|---------------|--|--------|
| | CCV | All | | RED |
| 26/06 | Joe Walsh role | JH | | RED |
| | Age Grade competition update wanted. | AH | | Green |
| | Tough Enough to Care | NMc | | RED |
| 15/08 | Play-it-Safe courses in each huddle area | JF/JH | See Reports | Amber |
| | Update the content of the D&W website for referees | DN | To be done | RED |
| | Update the content of the D&W website for D&I | BS/JH | To be done | RED |
| | Update all D&W website pages | Section Leads | Walking Rugby – GMS done – Club list to be | Green |

| | | | | |
|--|---|----------|--|-------|
| | | | updated, list to all on Council | |
| | Name for D&I role passed to JH | JH | Ben Shuker from Chippenham appointed Tel: 07801 750294 - Email I&D@dwrugby.co.uk JH asked about training. | Green |
| | Set dates for club audit | JF/JH | See Reports | Amber |
| | Play it safe courses | JF/JH | See Reports | Amber |
| | CSO calls | JF/JH/GB | CSO ZOOM CALL DATES ARE 4 th December 2023 9 th January 2024 12 th February 2024 | Green |
| | Deputy Safeguarding Manager role | JH | Interview to arrange for next week | Amber |
| | CSU financial assistance request | HM/NMc | Agreed – Invoicing to be via the CB. HM/NMc to compile letter to Schools and Teachers NMc to investigate Touch Union Packs for schools. Mapping of Schools – NM | Green |
| | 1st Aid training and the Pro-active App Grants | GB/AH/CB | To be included in the budget for year 2023-24. GB stated that the sum of £4.250 was included with in next year's budget for Mental Health awareness. NMc to contact Tough Enough to Care NMc asked who had the RFU Fist Aid Vouchers and how many was available. JH reported that RN was planning to hold a First Aid course using these vouchers. | Green |
| | Circulate monthly a list of club's financial status | AH | CB,s financial statement attached. Which shows several clubs have outstanding invoices [REDACTED] [REDACTED] GB reported that he thought that ET was dealing with [REDACTED], after the meeting ET confirmed that he was not. Age Grade competition update wanted. (AH) | RED |
| | Under 17-18's Cup competition | HM/GH/NE | Invoices issued | Amber |

| | | | | |
|--|--|---------------|---|--------------|
| | 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 | Still not happening | Amber |
| | Revised date – HM to hold an Age Grade meeting via Zoom on the 18 th of September. | HM/JMc/CB/GB | Held with over 100 Participants. Survey to go out during October. | Green |
| | 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 | Still awaiting some Club updates. Received one club update, which will be rejected because the funding is being used to part match RFU funding. The club was informed of the CBs policy about match funding before this latest update was received. They were also told that the funding could be made available for a replacement project. | Amber |
| | Reply to emails within 48 hours | All | Auto-response is an option | RED |
| | D&W Volunteer Evening on 7 th June 2024 at NDRFC | All | Volunteer wanted Investigate holding a D&W Conference – MM | RED |
| | Club visits | All | Ideally, we should have a schedule in the calendar for these visits | RED |
| | School's I & D policy | JH/BS | | RED |
| | Breakdown of outstanding age grade competition invoices | GB/AH | Done | Green |
| | Funding | GB/AH/CB/NMcC | Meeting with NMCC to be arranged. | RED |

5. Area Representatives Updates:

West Wiltshire report – No other reports received

6. Non-Area Representatives Updates:

➤ Women's

No report submitted

➤ Referees.

Referee courses now listed

The new High Tackle law – has not had a large impact

➤ Governance.

❖ Discipline

GB reported that the £85 disciplinary cost represents 85% of the monthly income for SCOB. Due to the sum outstanding it was agreed that this sum would be written off, subject to an improvement in their discipline standard.

GB also reported that the 5 red card rule is changing, Clubs with more than one team the threshold will increase to 8 red cards. But for single team clubs, it remains unchanged.

❖ GDPR

No Report filed

❖ Anti-Doping & Illicit Drugs

No Report filed

JH raised her concerns about County Lines, and how the CB can get the message out about these dangers.

❖ GMS

JC reported on the issue surrounding the transfer between clubs for Women's teams.

GB reported that there is an issue when using the roles tab, it will sometimes list the person that you are looking for under another club.

❖ Age Grade Registration

❖ CB Polices

All

❖ Inclusion and Diversity

No report submitted

❖ Data Management

❖ Safeguarding

See Reports

The meeting was updated regarding the playing of Under 18's in the Senior Game

NMc reported that there are several clubs, who still have outstanding Audits

CB Audit to be arranged

JH reported that Joe Walsh is happy to stay on and just do the paperwork side of safeguarding.

❖ RugbySafe

7. County Membership

Direct Debit payments to start October 2023

Denzil Brockhurst to be circulated.

8. Age Grade

The Council recorded their appreciation for the excellent standard of communication by HM in his video message to clubs.

NMc reported on the Age Grade Zoom Forum meeting, there were a few technical issues caused by the number of people trying to attend.

❖ Un 12 – 18's Girls

See Reports

9. RFU Council Representative

See Reports

10. Executive Committee Update:

Accounts

First draft budget now done. Please see reports

JC asked about the inclusion for the provision for loans within the proposed budget. GB reported that this was just an idea the GB/AH had talked about, after GB was approached by a couple of clubs.

JC expressed his concern over the need for clubs to inform the CB of any issues relating to the lack of club finance.

12. Club Support

No report filed

13. Community Rugby

Tribute Team of the Month winners

September Melksham

JC asked about the invoicing for the Senior County Competition, GB stated that he had not received the names of the clubs taking part.

Papa John Cup update

14. Representative Rugby

No report filed

15. AOB:

Outstanding Vacancies

- | | |
|------------------------------------|------------------------|
| ❖ CB Engagement Lead | Advert posted |
| ❖ Area Representative | East Dorset |
| ❖ County Rugby Sponsorship Manager | Received one enquiry |
| ❖ Age Grade Support members | Advert posted |
| ❖ Deputy CB Safeguarding Manager | Received two enquiries |

JH reported that RN wishes to use his personal email address for RugbySafe, GB stated that he did not want to encourage this practice. It was suggested that he redirect the RugbySafe email address to his personal email address.

NMc report that there is opportunity for a youth person to work with the CB, if we wish.

Upcoming Dates

Council

It was agreed that we cancel to next meeting and hold an on-line meeting on the 14th of November.

12th December 2023 – 16th January 2024 – 27th February 2024 – 9th April 2024 – 21st May 2024 – 2nd July 2024 (Subject to change)

Gerald Burden - Gen Sec