



DORSET & WILTS RUGBY FOOTBALL UNION LIMITED

**A meeting of the Dorset & Wilts. RFU Council was held on Tuesday, 9th September 2025,
from 7:00 p.m. via Zoom**

MINUTES – AGENDA

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

No	Item	Lead/Action
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1. You are invited to a scheduled Zoom meeting.

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

Mike Moysey [MM]	Atte	Nigel Mattravers [NM]	Atte	Gerald Burden [GB]	Atte
Alison Hunter [AH]	Atte	Marcus Monier-Williams [MMW]	Apol	Alan Ottaway [AO]	Atte
John Constable [JC]	Atte	Michael Bamsey [MB]	Atte	Nicola Vaughan [NV]	Atte
Elena Notarbartolo [EN]	Apol	Ed Taylor [ET]	Apol	David Wookey [DW]	Atte
Duncan Souster [DS]	Atte	Chris Taylor [CT]	Atte	Sean Macey [SM]	Atte
Jane Hart [JH]	Atte	Jason Yarwood [JY]	Atte		

3. Minutes:

To note the of the Council meeting held on the 5th of August 2025. To view Please [Click Here](#)

Noted

➤ Administration

✚ Can you all review and update your section of the D&W Website, info to admin@dwrugby.co.uk.

✚ Updates wanted for the pages below

[Page of Remembrance](#)

[Honours](#)

✚ Budget update

✚ Accounts received from Bournemouth RFC and Trowbridge RFC

✚ Updated on the Council Action Reminder table.

✚ Payment of Players – No support for Bournemouth RFC and Marlborough RFC

✚ The following invoices have been received from last season

Melksham RFC

Value £2,000.00

Dated 31st March 2025

Made out to Dorset & Wilts Ladies – although the invoice also lists the Under 16's and 18's and is for the period from the 19th of August 2024 to 12th of January 2025.

Reference Pitch Hire

Under investigation

Wimborne RFC

Value £ 192.54

Dated 2nd of September 2025

Made out to Dorset & Wilts CB – Wimborne Ladies Rugby event support

Reference Sadie Lawson

Resolved

These invoices cannot be included in last year's account and will have to come out of this season budget.

We have agreed purchasing system which is being disregarded by many of the section leads. (which reads)

PURCHASING OF GOODS OR SERVICES

Terms and Conditions

- 1. Purchases up to the value of £200.00 can be agreed verbally by the Section Head.*
- 2. Purchases over £200.00 to be approved by the Section Head and Countersigned by the Treasurer or the General Secretary before the purchase is made.*
- 3. Large items of Capital Expenditure to be agreed by the Council.*
- 4. An Estimate or Quotation to be obtained prior to submitting a purchase order request.*
- 5. Any Estimate or Quotation to include the terms of payment.*
- 6. A copy of all agreed purchase order request's is to be submitted to the Treasurer within 7 days of approval.*
- 7. The invoice address to be that of the Treasurer and not the person making the purchase.*
- 8. Failing to comply with these Terms and Conditions may result in the non-payment of invoices.*
- 9. Copies of the Purchase Order Request Form are available from admin@dwrugby.co.uk*

DW asked for the Website minutes page be reverse – news date at the top.

MB asked if this the above applies to Representative Rugby – Team Managers/MB to agree expenditure levels.

➤ CB Engagement Team

Book the Volunteers Event evening – 12th June 2025

VP/County Membership – GB asked what the plan regarding membership payments due on the 1st of October 2025 was going to be. AH reported that she is expecting an influx of payments on that date, due to the non-cancellation of Standing Orders by VP members because they think AH should cancel the Standing Orders on their behalf and the failure to set up new Direct Debit.

➤ Area Representatives

As can be expected at this point in the season no meeting in this period. Meeting booked for 15 Sep (S Wilts) and proposed date in early Oct for E Dorset so far

No meeting related items that have been put to Reps for sharing:

Alan Ottoway forwarded to EI (E Dors) that some community support for the Bournemouth area may be available from Morebus.

The Grants situation has been discussed among the 5 of us. Ed (W Dors) offered to pull a form together for clubs to use, including the requirements for clubs to have grants (Dev Plan and Accounts submitted) plus of course not paying players (Reg 6 refers) I hope we can get this form adopted ASAP. A club has request support for purchase of VEO. This has been discussed with Facilities which has resulted in the following from Alan “ I’m seeing lots of other cost factors impacting clubs and am worried about undue focus on ‘performance’ at clubs rather than memberships, mini & junior sections activities (which tends to be used to prop up the economic activity of most of the clubs that have strong age grade sections whilst having a generally weaker strength of vote at Board level), and basic infrastructure investment”. We are not sure but feel there has been a push for lower-level clubs to use them. We don’t really know where this is coming from. Maybe our RFU Club developers can join in this conversation at some point.

Player Registration numbers for clubs have required pushes through Reps as some have been low – see Governance report also.

I have issued a generic agenda heading and some notes to all reps, but of course local interests must come to the fore.

Apologies for a short report, but although it looks like little has happened, I can assure Council that all of us are in continuing to contact and discus with clubs any points that arise.

DW asked if we could find out which clubs have a VEO.

West Dorset

Concern over protocols followed in Wimborne Match cancellation given recent rainfall 2. I have received 2 requests for local grant funding which I will follow up if you believe these meet criteria

1. Sherborne would like funding for an initiative visiting primary schools in the area to coach tag rugby
2. Dorchester would like shirts for newly formed U14 girls’ team

ET to draft grant application form, still outstanding.

➤ Governance

Discipline – Three cases reported (08-09-2025)

New Panel members wanted – 12 new volunteers

Recognition of sanctions from RFU Member Clubs

19.2.26 Misconduct – Not a Red Card incident

Starting this season the Discipline Panel will asks the club to hear this type of case first and submit a report to the D&W (New 19.2.26 paperwork to be issued to clubs).

Once the club report has been submitted to the Discipline Panel, the panel will review the club’s findings. Which may or not be excepted, if the panel disagree with the club’s report the case will be heard in the normal way.

More details to follow.

Data

There is a growing need for clubs to consider the people of their club lists to ensure data is correct and complete and that emails have been verified. There is a Data GMS session available for clubs to participate in if they request it. <https://app.smartsheet.com/b/form/5a4b00c09a864841853d1bfc137cb1f>

For next Council I should be in a position to be able to identify the clubs really needing help The CB GMS is, unfortunately, in a bit of a mess. Weve been through a situation where every time a new registration is made to a D&W club, the player (and Parent where applicable) was added to the CB. This has resulted in me having to remove these people from the CB GMS. FSI have now fixed the issue they tell me so I will start working with Hon Sec and Membership Sec on pushing our data accuracy to where it should be - Most VPs have less than optimal data!

Registrations

Age Grade – really only starts this weekend so no comments at this stage on numbers or progress. A reminder that new players have 45 days to be registered to play, but must be registered before playing any games, including reregistration's

Adult – been slow for some clubs, a reminder again that all clubs as some have been slow. I will continue to share the figures through Area Reps for action where needed. As we run through the opening weeks of the season club registrars will be reminded of essential action

Safeguarding

This year's activity	<ol style="list-style-type: none"> 1. Approving 17-year-olds to play adult rugby- We received multiple requests for 17 yr olds to play adult rugby even before the start of the adult season, several of the coaches were extremely disgruntled at being told that until the safeguarding self-audit was complete, I could not finish the approval process. Several sent emails to other council members in a bid to push the applications through. I have spoken to other regions who have refused to approve 17 yr olds to play adult rugby until at least October. If they were approved to play at the tail end of last year then I am happy that I am within guidelines to approve, however I would like to seek assurance from council that it is ok for me to approve the current 17 yr olds to play adult rugby despite the season only starting on Sunday. I have also rejected several where the assessment was not completed for each player but had been copied and pasted from one application, I will continue to monitor this and will reject any for whom the assessment is copied. I have provided each club with an assessment tool to be used alongside any assessment that they carry out in house. 2. Multiple playing up and combining of age group requests are also being submitted. We are assessing the need for these as they come in as the criteria is quite strict. Considering that the season only started on Sunday I am concerned that clubs are not looking at alternative options before putting in requests. For example We have had a request for a 7yr old girl to play in U9 as she is too large to play in U8 and is being played up at school, this is not something that should be happening, so we are having to look into different options to maintain regulations and also ensure that we are allowing children appropriate access to rugby opportunities. 3. Play it safe course bookings are coming in with 3 courses already fully booked. Clubs have been asked to look to get bookings into the diary asap to ensure that the courses are not cancelled by the RFU team. Courses are allowed to have 20 attendees, and no walk ins are permitted at all. Some clubs are reporting that the booking process is too clunky, and coaches are having issues booking on, there is nothing I can do to make the process smoother other than ask the CSO to sit with the coach and book them onto the course. 4. The Introduction to safeguarding course is now due to be completed by all volunteers on an annual basis and before any DBS can be processed, this is because the information has been removed from the Play it safe course and is added into the introduction to allow a deeper level of discussion to take place on the course.
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5. The following clubs have not yet completed the Safeguarding self-audit, this must be completed in order to approve any festivals, tours or playing up or down approvals so please can the following be reminded to complete (Names are as per list from the RFU Team last week) Amesbury, Chippenham, Colerne, Cricklade, Dorchester, East Dorset Dockers, Lytchett, Marlborough, Melksham(Completed on Friday) Minety, Pewsey Vale, Swindon College Old boys and Warminster.
6. When checking GMS there are multiple clubs who have coaches listed without current DBS checks in place, clubs are to be reminded that all coaches need to have full DBS checks in place. Coaches who have applied but not yet cleared are able to coach with supervision. And to clear their GMS.
7. Safeguarding deep audits are being planned around the results of the self-audit as well as following any concerns from last season. These will be spread across the region and across the season.
8. The Dorset sports welfare officer has forwarded details of some courses that are available for volunteers, these have been shared with the clubs.
9. submitted in advance of the player turning 17 so were held until after the relevant date. Reminders given for full playing assessments to be completed, especially where clubs do not have colts teams and so colts coaches are unable to assess.
10. Festival and tour applications continuing to come in. We have had several where the hosting club has not gained permission for incoming clubs to attend the festival or tour, these have been picked up when the WRC ask about them. Clubs are constantly reminded of the need to ensure these are fully completed. We have had several that have gone to Gerald, but the clubs have not been notified of approval which has meant we have needed to chase. This is difficult if there is no communication coming through to confirm if this has been processed or submitted with errors. I would like to work towards a more streamlined process for next year where the safeguarding team can be sure that any incoming or outgoing permissions are being worked on as it is causing extreme stress for club organisers as well as additional work for myself and Joe.
11. I have been notified that people have been appointed to the representative team but no volunteer form, DBS check or play it safe check has been completed. Can I please have assurance that someone is looking at these and that we are not just appointing friend to fill posts? We need to be consistent across the CB when appointing to roles, a volunteer form must be completed for every single person (We missed this on one person, and he was totally unsuitable and had been under investigation by the police but we appointed him Girls coach!) We cannot leave ourselves open to this type of risk. I was not copied into the notification of the coaching/ Management team but was forwarded the email after appointment! As the Safeguarding Manager all appointments involving U18 staff should be notified to me so I can check the GMS is correct and there are no outstanding issues. I've also been advised that one of the games has been scheduled for the end of my bank holiday which will automatically exclude some lads as holidays will have already been booked, these need to be planned further in advance and avoid the school holidays surely?
12. Multiple clubs have reported an increase in poor behaviour on the touchlines, reminders have been sent out about the code of conduct and the need to ensure parents agree to comply with them. Bystander training was delivered locally last week for several clubs.
13. The CSO Spond group continues to be used to share relevant safeguarding information including a great photo to explain emoji's being used by children that can be shared with parents, a Ted talk about talking to kids following games and many other resources that are being shared online.
14. 5x Play it safe courses have been held across the region, with a new tutor in place based near Trowbridge this has meant that I have been able to plan the courses with someone else delivering which has freed up time. Another 6 courses are scheduled for coming weeks. Getting people booked onto the course

	continues to be challenging, mainly because people find GMS unwieldy and are struggling, we continue to ask if we can look at an alternate way to get people booked on but no movement yet. Ideally the CSO should be able to trigger a booking with the person able to confirm and pay. We have been told to turn away anyone who attends without a booking.
Current Budget update:	No idea as have not been advised of the budget for Safeguarding
Proposed Activity (including estimated cost)	<ol style="list-style-type: none"> 1. Continued attendance as needed at clubs for whom issues have been raised. 2. Audits to be scheduled for several clubs where incidents have not been managed well. 3. Plans for a CSO update event are required. I am speaking with the CSO to try to find an appropriate date/ time as we will not manage to get everyone required together at the same time.
Items not for publication	Redacted

➤ Club Support

Clubs at Risk

This is a standing item on Club Support agenda. Sometimes the club itself, or more usually the 'grapevine' leads us into a supporting role should the club in question call upon our services. Usually the club knows where the issues lie and only their own efforts can address a problem, although recommendations on methods to continue playing without full squads within our league structure can be especially useful. At present we are keeping an eye on a number of clubs. This is simply because the definition of 'club at risk' is any club that could struggle to operate within the next 2 to 3 years. That of course could be a much larger number of clubs 'at risk' that anyone may initially imagine. Losing one key sponsor (Bmth) or a respected team coach (Weymouth) has happened in the past 18 months. However there are many other ways our clubs can find themselves under pressure from e.g. a migration of players to a local competitor or loss of service personnel whose units are pulled, to a major facility issue that compromises their ability to play at their club, or the potential loss of a facility that is owned by a third party. Please report any concerns via the Secretary or to me and we can offer help.

AH updated the meeting regarding the status at Weymouth & Portland. W&P colts are looking to cluster with other clubs.

Facilities & Equipment

Calne RFC have to replace posts which we will support should that be necessary.

Grants




The agreed D&W budget includes resources to help our clubs based on need, which includes means testing. Two clubs are presently unable to be supported, having breached RFU regulations that automatically bar them from our (and RFU) financial help.

VEO request rejected.

Club Accounts wanted.

Training

Focus of recent activity has been on Club Support (Business Operations) Workshops via CBs being offered by the RFU. Our bid has been submitted:

-  1st Choice: Sponsorship (all clubs who responded chose this in their top 3): Timeslot – Between Mid Jan and Mid-March.
-  2nd Choice: Social Media: Timeslot – Between Mid-October and Mid-December
-  3rd Choice: a tie between Renewable Energy and Running A Profitable Bar so 3rd: Timeslot – Between Mid-April and Mid-May

Inspire Leadership Programme

Applications are now open for the Inspire Leadership Programme. The programme is aimed at women aged 20-25 who are involved in rugby union, and who might currently be leading or looking to lead in the future. Applications close on Sunday 12 October

Participants will hear from female leaders in a series of online sessions and attend an in-person leadership day, developing their strengths and building resilience and confidence to take on leadership roles in rugby.

Please share the [Inspire application pack](#) with anyone who you think might be interested. We've also attached an image if you'd like to share the opportunity on social media.

Women's Leadership Development Programme

Applications for the Women's Leadership Development Programme, designed for women in leadership positions in clubs, CBs and referee societies, will open on 9th September. More details will be sent nearer the time

Volunteer of the Year Awards

The Honda Volunteer of the Year awards national event was held at Allianz Stadium, Twickenham during August, with an article on RFU website [here](#).

Online Learning

Details of workshops and webinars taking place this season will be shared on our [Online Learning | Rugby Football Union](#) pages over the coming months. This page also includes a link to past webinars, which cover various topics, including volunteer recruitment and retention.

Volunteers

As you'll be aware there will be some changes to the volunteer recognition program this season, with Honda's partnership coming to an end. We are in discussions with a potential partner to support the program and will update on this shortly.

As the funding e-mail outlined, funding to support volunteer recognition will be included as part of the overarching CB payment, rather than a separate programme payment, this season. This consolidates funding, gives CB's greater flexibility to tailor recognition activity and improves effectiveness, with the funding confirmed at the start of the season. The funding can be used to support volunteer recognition as you see fit, including local volunteer events to support the Volunteer of the Year awards

Nominations for the Volunteer of the Year Awards will continue to be coordinated centrally, with nominations opening in January/February, and as previously nominations will be shared with you to review, shortlist, and recognise as you choose, at a local level, with a national event taking place in September. We will continue to provide certificates for all VOTY nominees, but gifts will no longer be distributed centrally.

➤ Director of Rugby

-  Under 18's South West Rugby update – Proposed meeting to be held on 16th of September 2025

- Any competition for this age group is to be named County not South West.
- Discussion paper on the future of Adult Representative Rugby – JC updated the meeting. Any future discussion should now to be nationwide.
- Report on the League Secretaries – Referee meeting on Wednesday 20th August at Salisbury RFC. For more details see JC report.
- JY asked about the cost breakdown regarding Representative Rugby – the reply to be off line.
- Walking Rugby – Nothing to report.
- Women & Girls Report
- Age Grade Competitions – some non-D&W clubs listed, GH to amend
- JC asked what the name of the D&W Colts competition.

Women

There are several clubs setting up new sections including, Corsham and Royal Wootton Bassett. I will be asking clubs on their thoughts for some form of cup games/festival with the intention if there is enough interest to form a league next season 26/27.

1. The dates for pre-assessment and camp have been circulated on Facebook.
2. Pre-assessment – 7th February
3. Trials- 28th February
4. Trials- 14th March
5. Training Camp -11-12 April

I am currently creating a Spond group for the Women's section.

Girls

County U18

Currently working on fixtures with Bucks, Berks and Oxon. We will be hosting Berks this year. Trials will be Sunday 2nd November.

Due to the number of U18 clubs playing outside of our CB in leagues we are unable to create leagues this season. However, I intend to speak to clubs in December to start the process for the following season. It has been suggested that an U18 festival be created/waterfall this season.

There are a number of clubs with different age groups with some clustering. They have been asked to ensure they fill in the relevant paperwork.

Many of the clubs are celebrating the World Cup and using it as a spring board to recruitment.

The PDG FP U16 girls have assessment on 1st & 8th September at both centres. We have had some issues with a club deciding to nominate two days before. After discussion with Gordon Harding, we have allowed it as a one off as the girl had already been told by the coach. I will be addressing this with the club concerned and possibly making them a priority for a club visit.

I am hoping to start the Hub meetings by the 3rd week in September for Women & Girls to try to encourage more clubs to engage.

We are getting coverage via the BBC with Wiltshire Radio getting in contact and Solent doing a voice piece for introducing songs on their Breakfast show this week. The Sherborne RFC Women have been busy with their script today.

The Facebook page will be live by the end of the week.

🇬🇧 GB have received an email about Merit League Funding Applications for 2025 – 2026
Could this funding be used for a Women's Rugby – D&W Merit League, like the men's version from a few years ago. To be reviewed over the coming year at the Competition Group Meetings.

➤ **RFU Council Representative**

After a long hot & dry summer we have finally got some rugby under way with the start of the league season last weekend.

As a result of the weather have been sharing info with clubs on how to assess hard pitches and guidance has also come from the RFU & the SW via the league secretaries. This resulted in all but 1 game being played last Saturday with 1 game being moved to the end of the month when the club followed the correct procedure as shared with clubs when they felt the team was not ready to play.

Hopefully the weather forecast gives us more rain this week and we are now over the worse of the hot summer weather impacts on our game.

Clubs are reminded constantly of the need to keep their GMS data up to date, especially key officers (golden roles) since this is what the RFU and CB use to send various communications to in the clubs. I have reminded clubs on this.

From the league secretaries' point of view our main point of contact with teams is the nominated league contact and we managed to get all the teams to confirm/update/change their NLC without any sanctions being incurred

Linked to this and with thanks to President Sean and our GMS guru Dave Wookey, we did hold a session with clubs in mid-august, aimed at trying to arm clubs with information to try to reduce fines etc. Whilst the attendance numbers was a little disappointing, it was felt by all involved the session was worthwhile. The slide deck and covering notes has subsequently been shared with the NLC's for the D&W teams and also Chairs, Secretaries and Adult Male contacts in clubs, with a request the information is passed on in the club. The Women's game is slightly different in that is overseen, currently, by the RFU Competitions team, although that might get split out to the ROCs in due course. (Watch this space).

The RFU National Cup draw that is for all 1st XV's playing at Counties 1 and below has been issued. All eligible teams were entered unless they had opted out. Subsequent to the draw being issued a couple of teams have said they didn't want to enter, so their games are now shown as walkovers. The 1st round is played on Sept 20th, with the next round late October. So far across the Country the feedback has been positive that the cup is now, partly at least, in season.

DRAW

Counties 1 Championship

Andover v Devizes

Nailsea & Backwell v Sherborne

Counties 1 South Plate

Chosen Hill Former Pupils v Corsham

Swanage & Wareham v Salisbury

Walcot v Melksham

Counties 2 Championship

Pewsey Vale v Sutton Benger

Weymouth & Portland v Dorchester – Weymouth have pulled out.

Counties 2 South Plate

Bradford on Avon v Minety
Calne v St Bernadettes Old Boys
East Dorset Dockers v Wheatsheaf
Puddletown v Rebels (I have heard Rebels have conceded)
Supermarine v Didcot
Tadley v Amesbury
Westbury have a bye.

Counties 3 Championship

North Bristol v Colerne
Swindon College Old Boys v Brockworth

Counties 3 Central Plate

Cricklade v Widden Old Boys

Counties 3 South Plate

Cotham Park v Warminster
Nomads v Poole

I am once again on the RFU Adult Competitions Management sub-committee and this year I have been invited to be part of the CB & club Development sub-committee. ACMSC has already met several times since mid-August (dealing with issues like the ground) and CB & Club Dev are due to meet next Tuesday afternoon.

I also plan to continue to try to get around clubs as best I can and happy to attend any club either at the weekend or if asked during the week. Also looking forward to attending, where I can, the Area Reps meetings since this is often the ideal place, across the meetings to identify any common themes/issues.

➤ Invited Attendees

Referees

Nothing to report

Schools

NV to meet with England Rugby (School) and SRM later, report to follow.

SRM's to submit a report to NV.

GB asked why England Rugby (School) are not booking the AGP at Chippenham via the RFU booking system, it was agreed that NV (RFU) should remind all parties of this service.

The England Rugby (School) calendar is on the D&W website, but it needs to be re-formatted in to a readable format.

The England Rugby (School) request for a grant for £500.00 – GB stated that an invoice should be submitted. AH to forward a copy of last years invoice to JY.

CBRM

Rugby Fest – please promote to relevant CB Leads and clubs

Register Now:

Following the enthusiasm and interest surrounding the Girls' Activity Days we are excited to announce that you are now able to [register\(opens in a new tab\)](#) to host a RugbyFest event during the weekend of 3rd-6th October.

RugbyFest events are designed to celebrate the end of an inspiring and memorable World Cup and launch your new season!

Clubs can run your own local events, such as taster sessions, family fun days or mini festivals, to celebrate the sport, welcome new faces and mark the start of the season.

If you want more information please go to our website: https://rise.articulate.com/share/K-z_Rd27zsN0sqwu_VFesGwudLVkfNb6#/lessons/lxPQklgS9N6fK0pHbv0Lvyc39wPY6zsG

Clubs that have already signed up within D&W include; Melksham and RWB.

Clubs that have received Girls Activation Day Packs include; Bridport; Melksham; Oaks; RWB; Supermarine and Wimborne.

National Webinars (details of all upcoming webinars in attached comms)

Please see the following webinar as this will be useful for anyone involved in the POOAG process – please forward to Julie and Gordon.

Understanding the Age Grade Player Regulations and processes for playing out of age-grade
17th September

7pm-8pm

Register here: https://us06web.zoom.us/webinar/register/WN_0MPJSgbtR7ulZ7jvYE735g

Women's Leadership Development Programme

Applications open tomorrow (9th September) for our Women's Leadership Development programme and close on 9th November. We have 2 programmes running - North & South again. The programme develops women leaders in rugby clubs, Constituent Bodies (CBs) and referee societies with a focus on current & aspiring committee/board leaders e.g., Chair, Secretary, Finance Lead, Volunteer Coordinator.

[Further details about the programme and how to apply is here.](#)

Inspired Leadership Program

Inspire is a programme for young women to develop their strengths and build resilience and confidence to take on leadership roles in rugby. Open to 20-25-year-olds, Inspire is a programme for young women to develop their strengths and build resilience and confidence to take on leadership roles in rugby that make a real difference. On the programme you will be inspired, hearing from female leaders in a series of online sessions and attending an in-person session on 29th November. Applications are open now to gain a place on Inspire, deadline to apply is 12th October 2025.

If you have any vacancies that you would like us to promote to candidates from last year's programme please let me know and we can circulate to them.

Please click here to apply:

<https://forms.office.com/pages/responsepage.aspx?id=FMgGcSyloEI959o21DEbVaTLYeJHR41Ng1yXYGv6mLIUNjhCTVA5UDc0NU5GUzq3TDdBWfZMTJNWS4u&route=shorturl>

Festival Data Capture – any CB led festivals should be logged using the following forms;

Form (Hyperlinks)	When to use	Purpose
Planned Festivals Form	Pre Event	Logging details of planned festivals.
Planned > Delivered Festivals Form	Post Event	Post event feedback of a festival already logged with us. (Email auto-send)
Delivered Festivals Form	Post Event	Logging post event feedback of Festivals that were <u>not</u> previously logged with us.

Travel Funding

Information regarding travel funding was communicated to clubs last month, with payments made on 15th August.

Further information can be found in the following link: [Travel Funding Policy 2025/26](#)

CB Portal

Can you please ask your CB volunteers if they need me to set up access to the CB Portal for them?

4. AOB:

- GB asked what the D&W Council's priorities are (CB Admin/reporting *or* Clubs *or* Representative Rugby). It was agreed that all three was equally important.

Gerald Burden - Gen Sec