



## DORSET & WILTS RUGBY FOOTBALL UNION LIMITED

**A meeting of the Dorset & Wilts. RFU Council will be held on Tuesday, 18<sup>th</sup> August 2026, 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 |
|----|------|-------------|
|----|------|-------------|

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

##### Voting Members of Council

|                         |      |                       |      |                    |      |
|-------------------------|------|-----------------------|------|--------------------|------|
| Jane Hart [JH]          | Apol | Nigel Mattravers [NM] | Atte | Gerald Burden [GB] | Atte |
| Alison Hunter [AH]      | Apol | Chris Taylor [CT]     | Atte | Alan Ottaway [AO]  | Apol |
| John Constable [JC]     | Atte | Michael Bamsey [MB]   | Atte | Sean Macey [SM]    | Atte |
| Elena Notarbartolo [EN] | Apol | Ed Taylor [ET]        |      | David Wookey [DW]  | Apol |
| Duncan Souster [DS]     | Atte |                       |      |                    |      |

##### Invited Attendees

|                    |      |                              |      |                     |      |
|--------------------|------|------------------------------|------|---------------------|------|
| Jason Yarwood [JY] | Apol | Marcus Monier-Williams [MMW] | Apol | Nicola Vaughan [NV] | Apol |
|--------------------|------|------------------------------|------|---------------------|------|

#### 2. Elections

|                                                                                                                                  |        |
|----------------------------------------------------------------------------------------------------------------------------------|--------|
| Co-opt the RFU Council Representative (JC)                                                                                       | Agreed |
| Co-opted by majority vote due to the lack of attendees to form a quorum                                                          |        |
| Elect NM as Committee Chair                                                                                                      | Agreed |
| Invite a Representative from the Referees – School – RFU to observe the Council meetings for the coming year. (Non-voting Roles) | Agreed |

#### 3. Minutes:

**To note the minutes of the Council meeting held on the 7<sup>th</sup> of July 2026. ~~To view~~ [Please Click Here](#)**

**These minutes have not been published due to the lack of attendees to form a quorum (7 members are needed to attend – Rule 13.3).**

#### 4. Reports

##### ➤ Action List for Council Members

##### ➤ Administration

Arrange face-to-face meeting, with GB - NM and Abbie (Club Developer) in coming weeks re: focus clubs and partnership programme

📅 Can you all review and update your section of the D&W Website, info to [admin@dwrugby.co.uk](mailto:admin@dwrugby.co.uk).

📅 Updates wanted for the pages below

[Page of Remembrance](#)

Send note to Salisbury on behalf of D&W – Peter Ford

**NM**

### Honours

#### Budget

What does your section need in the way of budget for the coming year. – poor response

Partnership agreement submitted

Payment Agreement – circulated

The Retention Plan – circulated

Draft budget circulated after the meeting – no decision reached yet.

RFU funding confirmed: £46,000 plus additional funds for U17-U18's Boys and Girls Development Programme

Regional Growth Board.

Chair appointed

South West: Sarah Farrar

Sarah is a commercially driven sports executive with over 20 years' leadership experience across elite sports, major venues and community engagement. A former Chief Commercial Officer at Bristol Sport, senior commercial leader at Chelsea FC and Director at the London Legacy Development Corporation, she has generated more than £200m in sponsorship revenue, led large scale transformation programmes and built high-performing partnerships. She has been involved with Winscombe RFC, through both the junior girls' and boys' programmes, and has a good understanding of rugby in the South West.

Consider welcoming letter to Sarah Farrar

**NM**

#### New email system is being set up.

Current addresses to be migrated to the new system

clubsupport@dwrugby  
Schools@dwrugby  
Un20men@dwrugby  
discipline@dwrugby  
admin@dwrugby  
honsec@dwrugby  
safeguarding@dwrugby  
governance@dwrugby  
president@dwrugby  
treasurer@dwrugby  
I&D@dwrugby  
rugbysafe@dwrugby  
sponsorship@dwrugby  
disciplinechair@dwrugby  
GDPR@dwrugby  
compliance@dwrugby  
agegradelead@dwrugby

New addresses to be set up

DOR@dwrugby  
IPP@dwrugby  
RFUcouncilrep@dwrugby  
reprugby@dwrugby  
womensrugby@dwrugby  
seniorwomens@dwrugby  
seniormens@dwrugby  
communityrugby@dwrugby  
drugsadvice@dwrugby  
eastdorset@dwrugby  
westdorset@dwrugby  
southwiltshire@dwrugby  
northwiltshire@dwrugby  
leadarearep@dwrugby  
walkingrugby@dwrugby  
17/18boys@dwrugby  
PDGFP@dwrugby

any others wanted

#### D&W Strategic Priorities for the Year

Three interconnected priorities confirmed, forming the basis for financial applications and club support decisions:]

### 1. Women and Girls Rugby

Still in its infancy within D&W; significant growth potential.

Specific coaching and facility needs for women and girls must be addressed as part of the broader coaching and retention agenda.

Girls' activity days and Inner Warrior camps announced; resource packs available for the first 200 clubs to sign up; CB Women and Girls leads notified to push to clubs.

### 2. Player and Volunteer Retention

Retention plan submitted to the RFU as part of the partnership agreement.

Facilities quality directly linked to retention, particularly for women and girls.

Partnership agreement and retention plan have been circulated to council; Alan Ottaway has provided some comments for future discussion.

### 3. Coaching Quality

Identified as a long-standing weakness; "we haven't done it well for years."

Quality of coaching seen as a key driver of player dropout, particularly in late teens and among women and girls

Coaching development linked to club-level improvement, which in turn improves the pool of representative coaches.

MB

Governance/Discipline events: To run separately, allowing coaches to attend both without conflict.

## ➤ CB Engagement Team

🚩 VP Membership                      DW is now the lead on this project

As soon as I am up to it my intention is to get a group of 4 together to work this through via zoom meetings. I see it not taking more than 2 to be honest. I will lead with Denzil as Membership Sec plus 2 others. The remit being they must be current full VPs so most of Council won't be in that!!

Can you ask for 2 volunteers for me please

I will need the extracts from the CB constitution and rules if you can dig them out, then the feedback will be to update these in plain English and be clear and concise as to what a County Member/VP is. As I see it, we only have just over a month to fix this before start of new VP season!!

I'm obviously happy to be part of the constitution team to bring the work forward - its outdated, old legal worded and in desperate need of a lot of work, but has to be done swiftly, its dragged on a couple of years already

GB offered to help.

🚩 Sponsorship                      SM is now the lead on this project

Opportunities identified: Cup competition naming rights (e.g., Clive Drake Cup), social media sponsorship, match day programmes, pitch boards across 50+ clubs

RFU data showing southwest England as the strongest rugby region in the UK to be used as a sales tool once NV confirms circulation

Follow up on RFU data/insights sheet from Game Congress (Ashton Gate); send to SM

NV

Locate and share the RFU report on the value of rugby to society (mental health/health benefits) with SM for sponsorship use. **JC**

Locate and share Nicola WW's previous sponsorship packages document (main sponsor, front/back of shirt, etc.) with SM **JC**

### ➤ **Area Representatives**

Abbie Watkins (Club Developer) confirmed as sole D&W contact; attending first huddle meeting in September

So very pleased that all 5 of us will remain in post this season. Now is the time for us to get some planning done for the season ahead. Now we only have 1 club developer to deal with we can be assured that the same message will be delivered to Wiltshire and Dorset, before we had to share Ben with Glos and Abbie with Devon, Abbie3 is now all ours so let's ensure we can work closer together, importantly keeping both sides informed on club interactions and requirements, with our effective cut in budget it's important we make best use of what's available

Clubs across the CB are concerned that the drought is likely to make rugby hard in September and I think consideration in delaying season starts may be on the cards, I'm sure John Constable will update us on this.

### **South Wiltshire**

**DS**

As we head towards the start of the new season, I have a few things to mention:

1. Huddle WhatsApp Group
2. Points of Contact
3. Pitch conditions
4. Any other pressing issues for D&W
5. Next Huddle meeting

#### Huddle WhatsApp group

I am starting a WhatsApp group for the Huddle which I will use for quick fire messages and reminders. This will not replace longer form email communications but does provide a convenient way of getting information exchanges quickly, especially for any emergency notices. If you would like to be included, then please accept the following invite

#### Points of Contact

It's highly likely several contacts for each of your clubs have changed over the summer. If you are no longer in a club role then please accept my apologies and ask me to remove you from the distribution list. Even better, if you can forward this email to the new contact that would be fantastic or just let me know the name, role and email address, I will update my records.

#### Pitch conditions:

I would be interested to know if your pitches are currently Playable or Not Playable. There is a meeting on Thursday evening to discuss the current status of pitches. If you have time please reply with name of club via reply email, message me directly on 07976 881196 or via the group WhatsApp once joined.

#### Any pressing issues / questions

I will be attending the D&W council meeting on Tuesday 18th Aug. If there is anything you wish me to raise / ask, then let me know and I will address it.

#### Next Huddle Meeting - Monday 7th September - 6:30pm

I will be sending out calendar invites and Teams info in due course but a placeholder date for now. I would really like to get a good turn out from as many of the clubs as possible to make sure everything is up to date for a great start to the season ahead.

Worth reminding everyone that the Huddle meetings are for all sections and responsibilities across a club so if you wish to join the Huddle meeting to get up to date information, ask a question, raise an issue or share some great news then please come along.

I look forward to you joining me on the WhatsApp group too.

Forward Matt Lee's email and contact details to NV

**DS**

➤ **Governance**

📌 Discipline Nothing to report  
📌 Data & Registrar

At this point we need to remind club to get players re-registered for the season and to remove not returners from their GMS listings. This ensures compliance with regulation and UK Data control legislation. I would ask that clubs are reminded that at senior level only players should do the reregistration and for AG, Parents must do it. Club registrars should not do it for them (although helping them push the right buttons is always welcomed of course, but don't be tempted to log in to the players account and do it unless they are standing with you, check their data and ask you to do it. We do not want to see club registrars bulk registering ghost players anymore.

Help with cleansing data can be obtained by requesting support (I'll add the new link for training support as soon as I have it as I believe the old one has been replaced)

Clubs are further reminded to ensure their golden roles are up to date post AGMs as well as other role holders that may have changed through retirement/resignation and new volunteers con board. This helps CB and RFU target the right people with the right information. I will write to all club data officers in September with a reminder

FYI and inclusion in report – the link to request GMS training has not yet been moved to ERL, so remains on the original page

<https://app.smartsheet.com/b/form/5a4b00c09a864841853d1bfcb137cb1f>

fed from <https://help.rfu.com/support/solutions/articles/103000246628-how-do-i-receive-gms-support-and-training-> This and most other answers are found on the <https://help.rfu.com/support/home> page - but most folk find it easier to call me, I look up the guide and send it to them

📌 **Safeguarding**

Play It Safe course backlog: Amesbury RFC unable to book a course since May; at risk of non-compliance by 5 October deadline.

NV to contact Kirsty Phillips (Safeguarding Development Officer) as alternative tutor; offered to deliver a Saturday session herself.

DBS/ERL rollover issue: Grace period in July caused some members to miss the online safeguarding pre-requirement, now blocking DBS access.

Pull scheduled Play It Safe course list from GMS and circulate to clubs.

**NV**

Clubs have until 25<sup>th</sup> of October 2026 to complete club safeguarding audits via GMS.

GMS – U17 playing-up process: New fully digital sign-off flow now live; requires club form → club safeguarding officer → CB approval; eliminates last-minute Friday-to-Saturday requests

**Reg 15 changes:** Webinar available; further session scheduled; will be recorded on YouTube

📌 **GPDR**

 Anti-Doping & Illicit Drugs      Nothing to report  
 Inclusion & Diversity  
 RugbySafe

I am sure you have all seen the introduction of a Sanction Cascade from England Rugby if we are not compliant to Reg 09. This includes:

First Aid Risk Assessment being completed on GMS

Medical Emergency Action Plan being completed and uploaded to GMS

Compliance regarding RFU Pitch Side Care Standards

Compliance regarding RFU Injury Reporting

If you have yet to see it here is the link below:

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Compliance regarding RFU Injury Reporting

If you have yet to see it here is the link below:

[Regulation-9---2026-27---Appendix-1.pdf](#)

I am working with the Rugby Safe Leads from all the individual clubs to maintain their compliance however as a CB we need to improve to ensure we remain compliant.

Please can you assist me with:

How many specific CB Teams do we have and who can I contact regarding each team?

How many different venues do we use? Are there Medical Emergency Action Plans at these venues?

Access to the RugbySafe email address. I have tried numerous times to log in to this as Julie has mentioned and it hasn't been successful so please as a matter of urgency can we sort this.

I need support in creating a framework where I can be informed of clubs turning up to matches without First Aiders and not disclosing this to the host club prior. This will allow me to be able to support specific clubs who are not bringing or communicating regarding First Aiders and therefore are not compliant with Pitch Side Care Standards and are then vulnerable for sanction. Can this be done via an Online Microsoft Form?

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- Can this be done via an Online Microsoft Form?
- First aid risk assessment (Reg 9) must be completed via GMS by 30<sup>th</sup> of September 2026

## Festivals

Bridport RFC directed to contact Joe Walsh re: Girl Guides festival

## Club Support

Martin Woodward (RFU): Offered to run two free club development workshops (RFU covers all costs including venue and refreshments) — one in Dorset, one in Wiltshire; one planned for autumn, one for spring.

Young Volunteer of the Year Award: Sean and Gerald discussed adding this at the AGM; agreed to introduce it

Presidential Award for CB Volunteer of the Year: Suggested and agreed; approximately 83 CB volunteers identified as potential pool — many currently go unrecognised because focus defaults to club-level awards.

Volunteers needed to help run the awards evening itself

## [England Rugby Learning Update](#)

Blended= mix online & F2F learning. Award- Assessment based with practical and theoretical components.

## COACHES

|                                         |                                      |      |
|-----------------------------------------|--------------------------------------|------|
| • Introduction to Coaching              | Online                               | Free |
| • T1 Rugby & Non-contact Rugby          | Online                               | Free |
| • Core Skills                           | Online                               | £10  |
| • Principles of the Game                | Online                               | £10  |
| • Core Skills Workshop                  | Blended- F2F                         | £20  |
| • Principles of the Game                | Blended- F2F                         | £20  |
| • The Breakdown                         | Online                               | £10  |
| • Developing Coaching Practice          | Blended- F2F                         | £45  |
| • England Rugby Coaching Award          | Award                                | £45  |
| • Intro to Advanced Coaching Practice   | Blended                              | £45  |
| • Developing Advanced Coaching Practice | Blended-F2F                          | £400 |
| • England Rugby Advanced Coaching Award | Award                                | £600 |
| • Active Coach Badge                    | Online (annual 1 <sup>st</sup> July) | Free |
| • Headcase                              | Online                               | Free |
| • Activate                              | Online                               | Free |
| • First Responder                       | Online                               | Free |
| • Mental Health & Well-being.           | Online                               | Free |
| • Female Health                         | Online                               | Free |

## REFEREES

|                              |        |      |
|------------------------------|--------|------|
| • Intro to Match officiating | Online | Free |
| • Take up the Whistle        | Online | Free |

|                                                             |        |      |
|-------------------------------------------------------------|--------|------|
| • Ready2Ref                                                 | Award  | £45  |
| • Developing Match Official practice (Big 5)                | Online | £10  |
| • The Breakdown- High-performance insights                  | Online | £10  |
| • Developing Advanced Match official practice               | Online | £10  |
| • England Rugby Advanced Match official Award               | Award  | Free |
| • Active Match Official Badge (annual 1 <sup>st</sup> July) | Online | Free |
| • Headcase                                                  | Online | Free |
| • Activate                                                  | Online | Free |
| • First Responder                                           | Online | Free |
| • Mental Health & Wellbeing                                 | Online | Free |
| • Female Health                                             | Online | Free |

#### 1<sup>st</sup> AIDERS

|                                    |        |      |
|------------------------------------|--------|------|
| • Active 1 <sup>st</sup> Aid Badge | Online | Free |
| • Headcase                         | Online | Free |
| • Activate                         | Online | Free |
| • Mental Health & Wellbeing        | Online | Free |
| • Female Health                    | Online | Free |

#### CLUB VOLUNTEERS

|                                      |        |      |
|--------------------------------------|--------|------|
| • Welcome to your Role (Chairs etc.) | Online | Free |
| • Rugby Landscape                    | Online | Free |
| • Managing club finances             | Online | Free |
| • Policy into Practice               | Online | Free |
| • Good club Governance               | Online | Free |
| • Volunteer Recruitment              | Online | Free |
| • Volunteer Experience               | Online | Free |
| • Welcome Club                       | Online | Free |
| • Community Engagement               | Online | Free |
| • Planning                           | Online | Free |
| • Change Management Models           | Online | Free |
| • 4 stages of team development       | Online | Free |
| • Game Management System             | Online | Free |

Budget payments: Agreed reimbursement for coaching courses will be **post-event only**, not upfront.

Vacancies – Update wanted

|                |                                                   |
|----------------|---------------------------------------------------|
| PDGFP          | Lead Coach – Assistant Coach for the south centre |
| Senior Women's | Head Coach – Backs Coach – Forwards Coach         |
| Governance     | Replacement Lead maybe needed.                    |

Awards Evening – add some new awards

Young Volunteer of the Year

President Award for the CB Volunteer of the Year

Volunteers wanted to run the awards event.

Season 26–27 – renewed opportunity for Club Support face-to-face workshops. One in Wiltshire and one in Dorset.

#### ➤ Director of Rugby

🚦 Season postponement: Supported as the right call; no rugby before 21 September, pending weather improvement

- 🚩 Review of the Men's Representative Game
- 🚩 Representative Rugby – Senior Mens – Senior Women's – Under 18's Boys – Under 18's Girls  
Nothing to report
- 🚩 Community
- 🚩 Age Grade

All plans in place for the Age Grade Cup Competitions. No reported issues.

- 🚩 PDGFP Girls U16

The North Centre will deliver the 26/27 programme from Melksham RFC. The South Centre will remain at Puddletown RFC.

The Assessment dates for the PDGFP Girls U16's are planned for both South and North centres 07th and 14th September.

- 🚩 Walking Rugby

Amesbury RFC and Salisbury RFC collaborating Tues mornings for WR training 10-11am. This offers an alternative intensity of training so members can have a choice of training days and experiences!

New WhatsApp group formed for D&W WR clubs. This platform will make it much easier to promote events, training and courses, festivals, organise games and bring the D&W WR community closer together!

Clubs included: Salisbury, Amesbury, Melksham, RWB, Chippenham, Trowbridge, Devizes, Wimborne, Warminster and Wheatsheaf. Awaiting contacts for North Dorset and Dorchester.

Any other clubs wishing to be represented in WR section on this community chat, please do contact me (Em James: 07825264626)

Dorchester RFC establishing WR section. Awaiting contact details from Club secretary.

D&W WR festival calendar 2027 to be collated and published on D&W website and circulated to clubs. Please forward dates of any planned WR festivals to Em James on mob no above asap to ensure your festival gets promoted.

- 🚩 Women's Rugby

The Women accepted an invited from Looseheadz and took part in a charity match on Saturday 9th August - at zero cost! But raising the profile of D&W and women's rugby in D&W

## **Women**

The team played a friendly against Loosehedz at their fundraising day held at Puddletown RFC. This was a great day with the final score being a win 80-7, more importantly new friends were made, and everyone had a great experience. This created a game where everyone enjoyed playing without having to worry about the win!

There are currently vacancies waiting to be filled for coaches.

## **Girls**

We are currently working with Somerset & the RFU to create U16 & U18 leagues jointly to create improved playing opportunities. This will also include an U14 fixture list. There has been a consultation with the clubs resulting in the final criteria. The regulations have been sent to governance for approval by Olivia (RFU).

- The PDG FP U16 girls have 120 girls coming for assessments on the 7<sup>th</sup> & 14<sup>th</sup> September at Puddletown RFC & Melksham RFC. Some of the girls will be returning for their second year with a number of vacancies. Each centre will take 30 players in total.
- The PDG FP South have now completed recruitment with Kevin Moggredge joining as head coach and Danny Jones assistant coach.

#### **General:**

- I am currently looking at creating playing opportunities for the U12 & U10 girls.
- I am also visiting clubs during training sessions to chat to players and coaches and discuss any concerns.
- There will be a meeting in Wiltshire at the beginning of September for a face to face for clubs.
- There will be a meeting of a committee to help run the ever-growing number of activities as well as reviewing the Love Rugby session to include a coaches CPD.

#### **RFU Council Representative**

not much to report this time around other than of course the info around the delay to the season start.

Happy to answer any questions on Tuesday night and it is still a bit of a moving target at the moment-have another meeting on Wed night to review how the news has landed (generally very positive and appreciative of early decision/ clear decision but we still need to monitor how the weather is and its impact on training etc. across the whole game

#### **Invited Attendees**

|                                                                                                     |                   |                                      |
|-----------------------------------------------------------------------------------------------------|-------------------|--------------------------------------|
|  <b>Referees</b> | Nothing to report |                                      |
|  <b>Schools.</b> | Nothing to report | Request for funding agreed (£500.00) |

**SRM coverage gap:** Rhys Lord (north SRM) reportedly not engaging consistently with Supermarine and Swindon clubs.

NV to Investigate directly; speak with Chris Champion (Supermarine vice-chair) and Richard White (Swindon youth chair).

#### **CBRM.**

#### **5. AOB:**

##### **Dates**

|                                    |             |
|------------------------------------|-------------|
| Online meetings                    |             |
| 29 <sup>th</sup> of September 2026 | (In-person) |
| 10 <sup>th</sup> of November 2026  |             |
| 15 <sup>th</sup> of December 2026  |             |
| 26 <sup>th</sup> of January 2027   |             |
| 9 <sup>th</sup> of March 2027      |             |
| 20 <sup>th</sup> of April 2027     |             |
| 8 <sup>th</sup> of June 2027       |             |

|                                     |
|-------------------------------------|
| In-person meetings                  |
| 13 <sup>th</sup> of July 2027       |
| 21 <sup>st</sup> of July 2027 (AGM) |

Full list of coaches, physios and managers wanted for the coming season for the following

Under 17-18's boys  
PDGFP Girls Under 16's  
Under 18's Girls  
Senior Women's  
Senior Mens

Projector and Screen

Deliver to MB

**Gerald Burden - Gen Sec**