



DORSET & WILTS RUGBY FOOTBALL UNION LIMITED

A meeting of the Dorset & Wilts. RFU Council will be held on Tuesday, 9th January 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.	Attendance, Inc. apologies: co-options and any introductions	SM/GB

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

Red represents Non-voting members

2. Minutes:

To note the of the Council meeting held on the 12th of December 2023

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

Noted

3. Matter arising:

Date	Description	Who	Comments	Status
09/01	Executive meeting details to AO - NM	GB		Green
	Workshop – County Match	MM	11 th May 2024	Amber
	Club Account reminder	GB		RED
	South Wilts Huddle Zoon call booked	DW/GB	18 th of March 2024	Amber
	D&W Coaches List	MB/JF		Amber
	Add information about Tramadol to the Website	GB		Green
	Reply to Schools Union	GB		
	Review into the roles of Area Representatives – only three areas	DW/CB		RED
	Copy of Referees Club Assessment Form to GB	JH		RED
	County Matches details to be circulated on the 10 th of January 2024	GB		Green

	Poppa Johns Cup Draw – Due on the 12 th of January 2024			RED
	Training Day for Club Officials	MM		RED
	Fixture App for replacement matches	JC/CB		Amber
	CB Conference Working Group	MM/NM/JC/SM		RED
	Grants approved in principle	AO/GB	Subject to T&C's	Green
	Fixtures wanted for the end of the season for Senior Women's team	Competitions Committee		RED
	Meeting with Senior RFU management in Exeter on the 9 th of April 2024		No one is aware of this planned meeting	RED
	Requested Zoom call with RFU Staff – no reply	NMcC/NM		RED
	Out of date clothing to be donated to charity	RJ/GB/CB		RED
	Social Media meeting with Lytchett	SM/GB		RED
12/12	County Membership	DB/DW	Review	Amber
	Senior Men's Replacement Trophy	JC		Amber
	Walking Rugby Festival	DW	Underway	Amber
	Budget meeting	GB/AH		RED
	Meeting for Fixture Secretaries			Amber
	Under 12 – 18's Girl's update			Amber
	Age Grade Statement	GB	To circulate subject to agreement by HM	Amber
14/11	Acknowledge receipt of club accounts	AH/GB		RED
	Club accounts list update	AH	Not available until after the 31st of January 2024.	RED
	TDF Smartsheet wanted	NMc	To be done	Amber
	Forward Age Grade name to HM	GB		Amber
	CCV	All		Amber
	Volunteers Evening	MM	14 th June (Confirmed)	Amber
	Club visits calendar	All	27 th January SM/JC to visit Warminster. GB/SMS/RMS to visit RWB NM available next month	Amber
	East Dorset Club Rep update	DW/JC		Amber
	Club Developer Drop-in session at Bournemouth – new date to be arranged	SL	During February 2024	RED
	HM joining the Huddle meetings	Area Reps		RED
	Huddle Dates wanted – post on social media. Age Grade Online Forums – with breakout rooms	Area Reps GB Area Reps HM		RED
	DBS for County Coaches – what action do the D&W need to undertake to ensure that this is done. (Discipline)	MB/JF		RED
	Play it Safe Courses	JF		Amber
	Blandford – Safeguarding	JH/NMc	Club visit on the 28 th of January 2024 – GB to email the club	Amber

			GB to email club with date etc.	
	Reporting Concussion – Rugbysafe	RN	Issue Spreadsheet	RED
	Governance Sections – Website info to be forwarded to GB	JH		RED
	Handbook updates wanted	GB	Outstanding list to all with Contact Template	Amber
	Deputy Safeguarding Interview	JH/NMc	In hand	Amber
	Age Grade Survey – data to be reviewed	HM		Amber
	Under 12-13's two-day playing event to be considered	HM		Amber
	Existing Age Grade Competition payment deadline – With further sanctions against a club. There are still some outstanding senior competitions invoices, which also need to be addressed.	GB/AH/HM MM/SM/JC	Free of Charge Updated list wanted	Amber
	The role of the Dorset CRC	CB		RED
	D&W email addresses now updated	GB	Email details to be circulated	Amber
	Email signature	All		Amber
	CB Safeguarding Audit	JF	Done	Green
	CB Grants – Clubs to apply too Club Support. Any outstanding invoices will be taken into account.			Green
	GB reported that he is still having issues with access to the CB portal			Amber
	CSU financial assistance request – follow up meeting to be arranged	HM/JC/NM	Agreed – Invoicing to be via the CB. HM/NMc to compile letter to Schools and Teachers Mapping of Schools – NM	RED
	Outstanding Vacancies	GB	Social Media – Website	Amber
	Council member photos wanted	All		Amber
	Reply to emails within 48 hours	All		Amber
	School's I & D policy	JH/BS		RED

4. Area Representatives Updates:

Please see reports document

DW thanked JC for his support regarding the appointment of an East Dorset Area Representative

GB has held conversations with both SM & CB about the restructuring of the role of Club Representatives on the Council, on long the lines set out below

1. Appoint a North (Dave) and South (Ed) lead.
2. At the start of each year (July) we change a club from each of the 5 areas to nominate a representative, who would sit on the council.
3. Each representative would have to commit to about eight hours a month, including possible club visits, huddle, and council meetings.

This way we would get a regular turnover of possible new D&W volunteers.

5. Non-Area Representatives Updates:

➤ Women's

No report filed

➤ Referees.

No report filed

➤ Governance.

❖ Discipline

Please see reports document

❖ GDPR

Please see reports document

❖ Anti-Doping & Illicit Drugs

Website texts change

❖ GMS

❖ Age Grade Registration

❖ CB Polices

❖ Inclusion and Diversity

No report filed

❖ Data Management

❖ Safeguarding

Please see reports document

❖ RugbySafe

No report filed

6. County Membership

Direct Debit payments to start October 2023

7. Age Grade

HM

❖ Un 6's – 11's

❖ Un 12's – 18's Boys

❖ Un 12 – 18's Girls

CD

8. RFU Council Representative

JC

Nothing to report, maybe a verbal update on the evening following meeting at Twickenham during the day.

9. Executive Committee Update:

Accounts

AH

First draft budget to be reviewed.

Please see reports document

Tribute Money

JC wants this to be ring fenced for the retention of adult male players, GB is not sure how you would achieve this. We have £2000 available, that works out at £55.55 per club, GB feel that a few sausages and burgers at a club event would not persuade many adult male players to continue or take the sport up.

GB felt that it would be better used for the following

1. A training programme for new and existing club volunteers. By instigating a programme of training, it would allow the D&W to guide the volunteers what is required and how to achieve the correct procedures.

Events could be organised for the following

Discipline

Treasurer

League Fixture Secretaries

Safeguarding

RugbySafe

GMS

Inclusion and diversity
Referees
Age Grade (boys and girls)

2. A fixture app so clubs could arrange matches when games are called off

GB offered to investigate the availability of a suitable app

CB has offered to set up a WhatsApp group to the end of season for adult teams

10. Club Support

AO

Please see reports document

11. Community Rugby

Please see reports document

12. Representative Rugby

Please see reports document

13. AOB:

Outstanding Vacancies

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

Upcoming Dates

Council

27th February 2024 – 9th April 2024 21st May 2024 – 2nd July 2024 (Subject to change)

Gerald Burden - Gen Sec