

Fairford Rugby Club Committee Meeting 20th September 2022

Committee Present: George Ellis (GE), Karen Spour (KS), Steve Darley (SD), Lindsey Thurlow (LT), Lorna Pugh (LP), Andy Stopka, (AS), Danny Briggs (DB), Wendy Button (WB); After 30 minutes – Chris Hill (CH)

Attendees: Emma Jackson (EJ)

Apologies: Katharine Buchanan (KB), Debbie Rees Jones (DRJ), Kenny Robins (KR), Chris Jackson (CJ),

AREA	Meeting Discussion Summary	New Actions	Owner	Target Closure Date
CHAIRMAN	SD: Chairman has been to Stroud Combination meeting – all actions have been passed to DB			
CLUB DEVELOPT	<p>LT raised the possibility of GE becoming the Club President. GE does not have the time and does not want to do that role because he cannot dedicate the time.</p> <p>The meeting discussed the possibility of asking AL. He would like to talk about it but he would wish to have clear terms of reference in place and may wish to trigger some changes.</p> <p>LT asked if Gemma Chambers would be interested? She has too much going on.</p> <p>LT: FRFC have purchased Fairford.com. A person called Kevin Cook has taken on Secretary@FairfordRFC.com on GMS. GE: he may have been the Sec years ago. Email has been started to get used since Feb 2022.</p> <p>CH: Would Gareth Bowman be interested in joining the</p>	<p>Action – Secretary to take ownership of email address Secretary@fairfordrfc.co.uk</p> <p>Action – Secretary to email Secretary@fairfordrfc.com to establish whether that account is in use</p> <p>Action – GE to speak to Alex Paton reference Secretary@fairfordRFC.com account user.</p>	<p>AS</p> <p>AS</p> <p>GE</p>	<p>BNM</p> <p>BNM</p> <p>BNM</p>



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	committee?			
FINANCE	<p>LT: Can parents pay via an alternate means other than via direct debit? LP will take cash and then pay on their behalf.</p> <p>Decision – we will take membership fees by any means possible. People will also be given payment option plans.</p>	Action – LP will take one-off payments from parents and then arrange payment on their behalf.	LP	
COACHING	<p>LP – Safeguarding and Head Case eLearning is mandatory for all coaches.</p> <p>LP – Not all accidents and incidents have been reported for all injuries to GRFU.</p> <p>DB – announced that he will be departing at the end of the next season. DB explained that he is able, as a Level 9 coach to play up to 3 x players (who are not registered with a higher league club) – he has 3 or 4 players who can play for us. 4 x cancelations and we get kicked out of the league.</p> <p>DB – confirmed that he is not breaching any RFU rules but needs more flexibility with club policy.</p> <p>Decision – the committee will allow the coach to pick up to three non-registered players for each match to help the club achieve the fixture list commitments. If that player then continues to play on a regular basis, the coach will then encourage those players to join the club through the proper channels, as per AGM process.</p>	Action – LP to create an Occasional Player Declaration of Fitness to Play Form confirming that they have not been concussed; suspended etc and that they accept that the club will not be liable for loss of earnings due to injuries etc.	LP	



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YOUTH	<p>In order to enable DB's 17-year-old daughter to play we need to complete the Safeguarding and Rugby Safe audits asap.</p> <p>First Aid kits for juniors have been purchased. Rugby Safe procedure to be amended. Appointments booked through DB on Spond with Prime Practice. DB cautioned against holding clinic for kids when adults may be using changing room on same night.</p> <p>Issue raised about lack of qualified first aider.</p>	<p>Action – Rugby Safe audit: do we have ambulance access must be clearly marked at the CH pitch? Do we have access to the Medical Room? Annual First Aid risk assessment and action plan to be completed and approved.</p> <p>Action – LP to book first aid course for coaches with Prime Practice (whole day so arrange for a Saturday)</p>	LP	LP	YOUTH
SENIORS	No new actions				
VIXENS	No new actions				
JUNIORS	No new actions				



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SOCIAL	No new actions			
SPONSORS	<p>LT asked what criteria is used for allocating internal sponsorship for players / coaches.</p> <p>DB recommended that Greg Jones and Adam Fearne would be sponsored by the club because they have dedicated so much of their own time to assisting coaching the Juniors and the Vixens.</p> <p>That recommendation was agreed by the executive committee. The meeting had a discussion about who comprises the executive committee. SD explained that the four elected members at AGM are: The President; Chairman; the Treasurer; and the Secretary.</p> <p>KS – are we recording the decisions made by committee?</p>	Action – AS to check recent minutes decisions to ensure that decisions are added to the tracker.	AS	16/09/22



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COMMS / MEDIA	No new actions			
SAFE GAURDING	<p>LP – we have two coaches under investigation. GRFU told us to suspend them immediately. We now need to do an investigation. WE have an audit trail containing all comms. Faringdon have been granted permission to merge which will involve some players moving down into Faringdon’s</p> <p>We have 4 x players who want us to merge with Faringdon. We need a formal agreement in place before we can agree to combining detailing exactly who will be responsible for the child welfare issues connected to the merger.</p> <p>Decision – DB: do we merge and keep the players under the FRFC banner or do we let them go?</p> <p>The committee all voted in principal that we would like to facilitate a merger – but we will need to get a coach in place.</p> <p>SD raised the topic of whether or not to refund the money to the people who have left FRFC to join Faringdon – because we cannot provide an option for those players to play rugby until we know whether or not a merger will be possible and the season has consequently not yet started for that age group, it was agreed, by narrow majority, in these exceptional circumstances, that we should refund those fees.</p> <p>DB mentioned that we must write down, at the time, any concerns (such as using a tackle bag and letting children tackle the coach) immediately.</p> <p>SD – for clarity, the two coaches are under investigation for Playing Out of Age Group breaches. LP – the GRFU investigate FRFC’s investigation; suggested outcome and decisions. LP –</p>	<p>Action – KB to refund fees to departing players, upon request by those players.</p> <p>Action – SD (Discipline Secretary), LP (Safeguarding) and AS (Secretary) is to conduct a review of the investigation and supporting paperwork surrounding the suspension of the U15 / U16 Coach and report his findings to the GRFU ASAP</p>	KB	SD



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	<p>Rich Berry (GRFU Discipline Sec) has completely backed the FRFC's decisions so far.</p> <p>As the Discipline Sec SD can follow the GRFU's guidelines.</p>			
AOB	<p>SD asked EJ to voice her issue first EJ – [Parent of player and Wife of former coach DJ]. DJ received a letter on 10th Sep informing him that he had been suspended. DJ had not received a reason why; a timeline or identification of the process. SD had not acknowledged the voice mail. EJ raised concern about Safeguarding / Confidentiality issues: Phone calls to parents including “we were led to believe” – which is what DJ thought to be correct at that time; EJ mentioned that the correspondence therefore contained ‘slanderous’ comments. DJ’s effort to create a merger team was done in good faith. The committee have not followed due diligence. EJ defamation of character; called into question DJ’s integrity and called him a “liar”. DJ feels that he hasn’t been spoken to openly. 2nd issue is ‘parental’ – in emails sent on 10th and 14th Reg 15 states “in order for teams to merge; children must be assessed by Level 2 Coach and Parental Consent forms must be signed. EJ feels that FRFC are, on one hand putting blockers in the way of joining Faringdon but on the other hand are not following due diligence process in managing the merger of the U15s and U16s teams. I would like you to discuss where the Safeguarding and Confidentiality went wrong and where the consent from Parent’s came from. SD – first response from DJ was “we’re leaving the club”. SD expressed; directed by GRFU to suspend DJ. Nobody, yet, knows the outcome of that investigation – which is being carried</p>	<p>Action – Discipline Sec to arrange meeting with DJ ASAP to discuss Playing Out of Age Group alleged breach investigation.</p>	SD	ASAP



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<p>out at GRFU level: advising RFU. Had there been a conversation; that investigation may not have happened.</p> <p>EJ mentioned that LP sent letter on 6th March regarding alleged breach of Line Out contested regs – which EJ mentions DJ taught in training only – which is in conformance to regs. EJ raised concern that the club did not acknowledge or conclude that – no response from training record.</p> <p>EJ mentioned that the lack of organised fixtures triggered the situation where parents took the planning of fixtures into their own hands – which felt like it created a “them and us” atmosphere. The choice to leave FRFC was therefore not a snap decision. SD voiced concern of committee that DJ has continued WhatsApp group – EJ is the Admin of that group. EJ stated that the committee cannot decree who can or can’t create a WhatsApp group for parents. LP raised concern about possible Safeguarding issues</p> <p>DB mentioned that he had seen comments in a Parent Group that were “out of order”.</p> <p>LP explained that; the club are entrusted to assure child safety, Some teams have arrived without the Committee’s or the Facility’s Manager’s prior knowledge. EJ stated that it was on Spond; GE was not aware because food was not required. LP continued that the club had made great progress towards bringing that team back into line with FRFC and she had contacted Faringdon – who confirmed that Faringdon actually have an U16s team with a minority of U15s playing. SD explained that there is a difference</p> <p>Permission granted to merge on Friday (16th Sep) – so when letter to parents went out on Thursday – FRFC had no proof of that merger having been granted by the RFU</p> <p>EJ mentioned that two children who have left are still receiving</p>			
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	<p>emails. EJ feels that the committee have gone about this “the wrong way” and that there is no clarity about who is doing the investigation or what the closure timeline will be.</p> <p>EJ – can you send me the policy / procedure</p> <p>SD – out of FRFC hands – with DisciplineSecretary@GRFU.org</p> <p>EJ – How can I make a formal complaint – SD stated ‘Chair@fairfordrugbyclub.co.uk’</p> <p>Regarding the discussion about playing non-registered players: LT stated that she does not think it is fair that the club expect her to enforce the rules but then they do not support her when she encounters criticism from the membership and coaches.</p>			
ADMIN	Next committee meeting will be 18/10/2022 at FCC		ALL	

