

Fairford Rugby Club Committee Meeting 9th January 2023

Committee Present: Ants Little (AL), Lorna Pugh (LP), George Ellis (GE), Andy Stopka (AS); Chris Hill (CH), Wendy Button (WB), Katharine Buchanan (KB)

Non-Committee Attendees: Nil

Apologies: Karen Spour (KS), Debbie Rees Jones (DRJ), Kenny Robins (KR), Lindsey Thurlow (LT), Chris Jackson (CJ)

Area	Summary of Discussion, Decisions and Actions	New Actions	Owner	Target Closure Date
Item # 1: Minutes of Previous Meeting	The minutes of the previous meeting were agreed to be an accurate representation of that meeting.			
Item # 2: Actions for Escalation	<p>The chairman gave a welcome and discussed actions from the previous meeting:</p> <ul style="list-style-type: none"> A. Secretary to pass minutes to Chair for proof reading regarding GDPR issues, prior to full publication – DONE B. Chair to arrange meeting with Emma Tuck. Talk to discuss website and email hosting problems - DONE C. Chair to politely decline the invite to South-west of England prestige awards - DONE D. LP to give key to cabin to GE - DONE E. KB to give key to DRJ - DONE F. GE to try to fix portaloo - ONGOING G. Treasurer to reimburse President £60 for Match food - DONE H. Secretary to check own account to confirm international ticket fees have gone in – DONE - £2160 paid into Secretary account on 10th July 2022. 	<p>Actions:</p> <p>Find out how we can prevent future occurrences of GMS registration problem.</p> <p>Treasurer to reimburse GE for £200 referees' payment.</p>	<p>LT</p> <p>KB</p>	<p>06/02/23</p> <p>06/02/23</p>



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	<ul style="list-style-type: none"> I. Coach: Danny Briggs to write a job description for Coach and a checklist for a new coach joining the club please ONGOING J. LP and CH to arrange meeting with coaches to do a session on Spond and talk about delegating jobs on a Sunday - DONE K. LP to advertise Christmas on Spond / jumpers etc - DONE L. LT to investigate the changes to the player registration site to establish what went wrong (if anything) with player registration - ONGOING M. DB to give KS Kizzie H picture and sponsor logo – UNABLE TO CONTACT SPONSOR N. KS to go to print with Newsletter once KH and logo received from DB and added – AS ACTION ‘M’ O. Coaches meeting to also cover First Aid: we must have Pitch-side first aid - ONGOING P. LP to tweak policy to add that the first choice first aid kit should be the one in the cabin unless an absolute emergency dictates the use of the field side page - DONE Q. Chair to report progress of disciplinary investigation (if any made over festive period) at next meeting - ONGOING R. GE to speak to Senior XV’s Capt (Harri Cummings) reference arranging a Karaoke - ONGOING S. President to contact Coach reference submitting alleged assault report to GRFU - ONGOING T. AS to check availability of a SD - ONGOING U. GE to contact SC reference President’s gifts - ONGOING <p>No Actions required escalation.</p>			
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<p>Item # 3: Chairperson's Report</p>	<p>The Chair discussed: The website and IT were discussed Emma from Bulldog websites has been given the opportunity to remedy the website and IT. LP has arranged a meeting for the end of January. The chair asked if anyone else wanted to be involved in the meeting AL & GE volunteered to assist. It was mentioned that Keelan Little is very IT savvy.</p>	<p>Action: Secretary to remind all committee members of open actions on the Friday one week before the next meeting.</p>	<p>AS</p>	<p>06/023</p>
<p>Item # 4: Club Development</p>	<p>The fence at Leafield Road was raised, it was discussed whether we can use Barbwire where there are broken sections in the fence. A parent had complained about their child getting injured climbing the fence. Recruitment banners were discussed. We have got approval from the council to go ahead with placing them at the corner of Hatherop and on Marlborough Green The chair mentioned that the measurements are needed. The meeting discussed where the best places to put the total impact signs. The ideal measurements suggested by GE were 8' x 4'. LP mentioned that she had sent KL Youth, Seniors and Vixens posters. It was mentioned that the safeguarding display boards need to go up at the CHOP</p>	<p>Action: LP to send an update on Spond to ask parents to remind their children not to climb the fence LP to ask KL if have a merger of the artwork for total impact? GE to secure safeguarding display boards on office partitions.</p>	<p>LP LP GE</p>	<p>06/02/23 06/02/23 06/02/23</p>



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Item # 5: Financial Report	<p>KB confirmed that she had reimbursed AL and paid the COLN house rental fee. The treasurer mentioned that two x juniors haven't yet paid membership fees for the season. The committee agreed that we may need a financial hardship payment plan in place. The meeting then discussed a pro-rata option and putting something on the website to discuss flexibility. AL and CH cautioned against over-complicating the season membership payment scheme. President and safeguarding rep both raised concerns about the children not being insured if they haven't paid their membership. The two juniors you haven't paid or to be encouraged to pay before they play again.</p> <p>Decision: Partial payments halfway through the season can be made via the sibling payment scheme.</p> <p>KB discussed the names of the Directors. It was agreed that GE will be a Director .</p> <p>Financial report was given: Development, £20,080.08 Seniors, N/A Main account £14,004.90 Ladies £5.60. Youth £10,222.63</p>			
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Item # 6: Coaching	<p>Report from DB: There are good numbers at training, RAF players are returning. There is no kit required. KL may organise a tour to Minehead in June.</p> <p>DB is confident in the team and that they will get us out of the relegation zone if they continue with the same commitment and spirit they've shown so far this season.</p>			
Item # 7: Youth Development	<p>There is a Youth Coaches meeting booked to discuss youth development on the 30th of January 2023 topics to be discussed are: distribution of tasks and Jenner's Barn camping.</p> <p>LP explained that sessions have been arranged at Hatherop primary school for 5th, 15th, 22nd and 29th sessions.</p> <p>Danny Pugh will do x 3. AL volunteered to help.</p> <p>LP asked is we have any soft sponge stress balls.</p> <p>CH and KB discussed options</p>	<p>Action:</p> <p>CH to speak to DRJ asking for sponsors to support purchase of small rugby balls to be distributed as rewards / incentives at Hatherop School youth sessions</p>	<p>CH</p> <p>DRJ</p>	<p>06/02/23</p> <p>06/02/23</p>
Item # 8: Senior Men's Team Report	<p>There is no response from Colyer Bristow regarding the Tewkesbury complaint.</p> <p>Discipline Secretary for GRFU has updated the chair that the coaching issue is being discussed.</p> <p>The meeting discussed a replacement for DB</p> <p>AL has asked if Richie Craig knows anyone who may be interested</p> <p>GE mention that we need to get a load of old heads together to discuss appropriate people.</p> <p>AL added that we also need an assistant coach</p> <p>Coaching fees were discussed with a weekly rate mentioned.</p>	<p>Action:</p> <p>Advertisement to be created to place in the Gloucestershire RFU; Oxfordshire, Wiltshire and Dorset magazines.</p> <p>GE and AL to create a list of possible coaches by next meeting and ask for DB input</p>	<p>AL / GE</p> <p>AL / GE</p>	<p>06/02/23</p> <p>06/02/23</p>



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Item # 9: Vixen's Team Report	DB mentioned that he was very proud of the assistance given to Flo during her accident DB is also extremely proud of the recent result against Super-Marine 62 – 0 (what a drubbing!) WB mentioned that girls have done a collection for a local fireman who helped deal with this serious knee injury. The meeting discussed inviting that fireman to the EOS dinner			
Item # 10: Sponsorship	GE notified the meeting that DRJ may well step down at EOS 2022/2023. We need to start finding out whether or not she plans to leave.	Action: GE to speak to DRJ, reference a possible handover.	GE	06/02/23
Item # 11: Comms / Media / Publicity	KS has asked for updates for the newsletter.			
Item # 12: Rugby Safe (Accidents / Injuries)	The two first-aid kits were found to be open on Sunday. Rugby Safe Lead mentioned that coaches are still not reporting incidents. It was highlighted that a first aid kit must be Pitchside. LP mentioned that laminated sheets will be put in the cabins containing names of all approved first aiders. The meeting discussed guidance from the RFU on the 11th and 23rd of January. Ambulance strike action: noncontact training only can take place. The meeting discussed getting a “scoop type” stretcher. Rugby Safe Lead explained that the GRFU/RFU discouraged that due to liability. LP also mentioned fracture packs. It was mentioned that we could also qualify for two mobile defibrillators GE mentioned that the defib may well be used by the cricket club also.	Action: CH to put a tell-tale breakable seal on the pitch side first aid kits.	CH	06/02/23



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Item # 13: Safeguarding	<p>The safeguarding investigation is ongoing at Twickenham level.</p> <p>LP is concerned about players playing out of age groups.</p>	<p>Action:</p> <p>Coaches to check with age group each player is an only allowed them to play in the correct age group</p>	LP	06/02/23
Item # 14: Social	<p>Dates for socials were discussed. Fridays are the favoured social evenings.</p>	<p>Action:</p> <p>Locations and costs of proposed social events to be estimated by GE.</p> <p>DB to advertise proposed social events and do a table seating plan for EOS.</p>	<p>GE</p> <p>DB</p>	<p>06/02/23</p> <p>06/02/23</p>
Item # 15: AOB	<p>We are looking for someone to do the food on the 22nd of January for the Vixens match</p> <p>DB asked if we can we push the volunteer of the month scheme?</p> <p>CH mentioned that it would be nice to have seating benches and toilets upper Leafield pitch.</p> <p>GE is starting to look for a spare container and then will be able to separate the toilet from the kit</p> <p>AL asked whether we need a pop-up tent for future injuries?</p> <p>LP highlighted the RFU fracture packs.</p> <p>GE suggested a “pigsty” type corrugated cover because it would be weatherproof and robust.</p> <p>GE mentioned that Cricket Club have a boxing evening on that could be a good social on the 21st of January</p> <p>The meeting discussed that we do not have an end of year function for kids organised.</p>	<p>Action:</p> <p>GE to investigate options for a “pigsty” type corrugated first aid shelter.</p> <p>LP to look at RFU first aid options to support future serious injuries</p>	<p>GE</p> <p>LP</p>	<p>06/02/23</p> <p>06/02/23</p>



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	<p>KB mentioned that we gave Christmas chocolates to the kids at training yesterday.</p> <p>It was mentioned that Cricket Club funds have been approached and AP was not aware FRFC have not been paid by Fairford Cricket Club for two years.</p> <p>GE gave a description of the possible floor plan of the proposed club development at Coln House</p> <p>GE mentioned having a meeting with the committee on Thursday at 11 am as a kickstart meeting.</p>			
Item # 16: Admin / Diary Events	Next meeting scheduled for 6 th Feb 2023			

