

## Fairford Rugby Club Committee Meeting 6<sup>th</sup> March 2023

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

**Non-Committee Attendees:** Nil

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

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"> <li>A. Coach: Danny Briggs to write a job description for Coach and a checklist for a new coach joining the club please – Roles &amp; Responsibilities sent by DB. Next meeting to discuss which tasks from the list must be allocated to each role: DoR / Team Manager / Coach etc.</li> <li>B. GE and AL to create a list of possible coaches and ask for DB input – ONGOING</li> <li>C. LT to investigate the changes to the player registration site to establish what went wrong (if anything) with player registration – Parent User Guide created by LT – ONGOING</li> <li>D. Chair to report progress of disciplinary investigation (if any made over festive period) at next meeting - ONGOING</li> <li>E. Update on alleged assault of AT at Tewkesbury match. ONGOING</li> </ul>	<p>Actions for escalation:</p> <p>Nil</p>		



## Fairford Rugby Club Committee Meeting 6<sup>th</sup> March 2023

	<p>F. AS to check availability of a SD - ONGOING</p> <p>G. GE to contact SC reference President's gifts – ONGOING</p> <p>H. GE to secure safeguarding display boards on office partitions. – ONGOING</p> <p>I. LP to send an update on Spond to ask parents to remind their children not to climb the fence – ONGOING</p> <p>J. LP to ask KL if he can create a merger of the artwork for Seniors, Vixens &amp; Youth for Total Impact – DONE</p> <p>K. 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 - ONGOING</p> <p>L. Advertisement to be created to place in the Gloucestershire RFU; Oxfordshire, Wiltshire and Dorset magazines - ONGOING</p> <p>M. CH to put a tell-tale breakable seal on the pitch side first aid kits - DONE</p> <p>N. Coaches to check the age group of each player to ensure that children are only allowed to play in the correct age group - ONGOING</p> <p>O. GE to investigate options for a “pigsty” type corrugated first aid shelter - ONGOING</p> <p>P. LP to look at RFU first aid options to support future serious injuries – ONGOING</p> <p>No Actions required escalation.</p>			
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## Fairford Rugby Club Committee Meeting 6<sup>th</sup> March 2023

Item # 3: Chairperson's Report	The Chair had nothing to report that wouldn't be covered within the agenda items.	Action:  Nil new		
Item # 4: Club Development	<p>GE explained to the meeting that he and Tom Paton had a meeting with a local development company – which was very positive. Not sure what they will be willing to offer but we are making good progress.</p> <p>Travellers were discussed: Bolts are on gates at COLN house. GE has bought a chain and padlock for Leafield Road pitch. He mentioned that you have to put the chain on very tight to stop people from lifting the gate off the hinges.</p> <p>LP asked about issues with getting the changing room cleaned. GE stated that the Away changing facilities are always a mess. GE pays a staff member £13 per week to do the cleaning Stating that this is because volunteers are not reliable anymore. The boot cleaner is in progress.</p> <p>Staffing at fixtures was also discussed: there are also two x staff at the pitch sidebar so the total outgoings are £160, so a lot has to go in wages but it is paying for itself.</p> <p>KB asked GE if he could provide an estimate for the total cost of generator fuel, line marking costs etc.</p>	Action:  GE to provide an estimate to KB for the total cost of generator fuel, line marking costs etc.	GE	03/04/23



## Fairford Rugby Club Committee Meeting 6<sup>th</sup> March 2023

Item # 5: Financial Report	<p>Treasurer's Account update: Development - £20,080.08 Senior - zero Main - £10,108.81 Ladies - £5.60 Youth - £10,506.90</p>	<p>KB to add cabin stock, which can then be traced to Sum Up Items</p>	<p>KB</p>	<p>03/04/23</p>
	<p>End of season payments were discussed. DB can take a card payment. A cost of 1.6%/£0.80p per payment was agreed to be a worthwhile cost to support the increased payment flexibility. Payment links can be sent to people attending the EOS function 'Sum Up' enables payments to be easily traced. AL mentioned that Sum Up can also do QR codes and a monthly report – which the Treasurer may consider as a future development. KB stated that the latest accounts are back and that there has been an increase in balance after the Covid dip,</p>	<p>GE to provide photo ID, including DOB to KB to assist Director change</p>	<p>GE</p>	<p>03/04/23</p>
	<p>Director Change is awaiting a picture ID of GE with full name and DOB.</p> <p>The meeting discussed when we had last had a payment from FCC. No monies yet from FCC. We are due approximately £2000. AL asked if we should approach the FCC Treasurer GE will talk to AP. President will contact former President (SC) for ledgers and records (which must be kept for seven years).</p>	<p>AL to contact former President (SC) for ledgers and records</p>	<p>AL</p>	<p>03/04/23</p>



## Fairford Rugby Club Committee Meeting 6<sup>th</sup> March 2023

Item # 6: Coaching	<p>Steve Joplin from Gloucester rugby football union, an ex-premiership coach has spoken to DB: SJ of Kingsholm, has offered to do some coaching mid-week. H. Ross has been in touch with SJ.</p> <p>AL suggested that we email SJ and ask if we can set up the coaching session for the beginning of next season.</p> <p>DB has sent roles and responsibilities through via text message.</p> <p>LP to AL: Have you got any ideas who could replace the coach?</p> <p>AL explained that we need a director of rugby, a team manager / player manager and a coach – essentially, we need a whole team to replace DB and we need them to commit for two years minimum.</p>	<p>Action:</p> <p>Sec to convert DB Roles and Responsibilities text message into a Word document checklist for discussion at next meeting.</p>	AS	03/04/23
Item # 7: Youth Development	<p>Cricklade and Minety matches were discussed. CH mentioned that the Minety event had been quite tasking with organisation of coaches miscommunication but that was all sorted.</p> <p>CH's workload has increased but he is not getting notifications on Spond.</p> <p>Hatherop coaching sessions were discussed: postponed until next opportunity.</p> <p>Fairford primary school have emailed CH asking for a one-day all year rugby session which is planned to run on Tuesday 14<sup>th</sup> March, from 9 am until 3 pm. He asked for volunteers to support.</p> <p>CH raised a concern that the next lot of training is not on Spond. KS doesn't know how to upload info onto Spond. LP offered to run a 'Spond Training session'.</p>	<p>Action:</p> <p>GE to organise bouncy castle for Youth EOS function on 29<sup>th</sup> April</p> <p>LP to run Spond training session with CH and KS</p> <p>30<sup>th</sup> April Youth training to be cancelled due to EOS function being night before</p> <p>LP to organise Youth EOS trophies, medals and certificates.</p>	<p>GE</p> <p>LP / CH / KS</p> <p>CH</p> <p>LP</p>	<p>03/04/23</p> <p>03/04/23</p> <p>03/04/23</p> <p>03/04/23</p>



## Fairford Rugby Club Committee Meeting 6<sup>th</sup> March 2023

	<p>Youth game on Mother's Day was discussed (Sunday 19th March). We have a fixture that day. The President asked fixtures Secs not to arrange a fixture that day in years going forward (or he will be on trouble with Mrs. L) CH stated that a Saturday is wanted for the EOS Youth Function by the parents and the 29th of April looks like the best date.</p> <p>LP suggested that we split the Minis and the Youths into two functions: have an early morning function for the minis using a bouncy castle and a more formal presentation at the Cricket Cluc, including a buffet for the 9/10 and Upwards age groups</p> <p>The 30th of April training will be cancelled.</p> <p>LP volunteered to organise trophies, medals and certificates.</p>	<p>LP / CH to advertise Youth EOS function on FB/Instagram ASAP</p>	<p>LP / CH</p>	<p>ASAP</p>
<p>Item # 8: Senior Men's Team Report</p>	<p>AL reported that we have picked up five minor injuries and are having to get the old boys back out. We lost on Saturday against Stroud but I put up a good show. Prior to the Stroud loss, there was a narrow loss away against Norton, which was preceded by a home win against Norton. 10 to 12 players only at training due to injuries. We are making good use of Georgia Bullock, the physio of Prime Practice.</p> <p>We are also in the Cup versus Stroud, that match will only go ahead if Stroud lose the Papa John's Trophy league game. There is a possibility that we could get a 'bye' into the final if Stroud gets through. It was noted that league games must take precedent over cup fixtures</p>	<p>Action:  Nil new</p>		



## Fairford Rugby Club Committee Meeting 6<sup>th</sup> March 2023

<p>Item # 9: Vixen's Team Report</p>	<p>WB said that there was a brilliant turnout for the Cheltenham game. It was a shame about the penalty try.</p> <p>The meeting checked up on how Katie Perret is doing and passed on their best regards.</p> <p>Refereeing at the Pershore match was discussed: it was felt that the refereeing at that match was patronising.</p> <p>It was mentioned that we were struggling to get a team for the Newbury fixture to play their seconds - which WB is working on.</p>	<p>Action:</p> <p>Nil new</p>		
<p>Item # 10: Sponsorship</p>	<p>The VP / Sponsor's Day date was discussed: 18th of March 2023, which coincides with six Nations Super Saturday. There is also a home fixture against Widden Old Boys that day. All are to publicise and encourage player sponsors along. There will be a big screen outside the cricket club.</p> <p>DRJ stand-down was discussed. In order to make as smooth a transition after the loss of DRJ, Sherry Hill will do the merchandise, GE will ask Kay Kipling if she is willing to take on Sponsorship</p> <p>AL also volunteered to get involved.</p>	<p>Action:</p> <p>AL to collect FRFC Ties from DRJ for sale at VP / Sponsor's Day</p> <p>GE to approach Kay Kipling regarding taking on the role of Sponsorship Rep.</p>	<p>AL / DRJ</p> <p>GE</p>	<p>16/03/23</p> <p>03/04/23</p>
<p>Item # 11: Comms / Media / Publicity</p>	<p>The Stroud combination AGM is being held at FRFC on Monday.20th of May 2023 – all FRFC committee are invited to attend to welcome and host the meeting.</p> <p>We need to publicise the Youth EOS function planned for Saturday the 29<sup>th</sup> April</p> <p>CH will send a Minety match report</p>	<p>Action:</p> <p>CH to send an update from Cricklade match to KS for inclusion in Newsletter.</p>	<p>CH / KS</p> <p>KS</p>	<p>03/04/23</p> <p>03/04/23</p>



## Fairford Rugby Club Committee Meeting 6<sup>th</sup> March 2023

	<p>DB to put in a report for Senior's and Vixens for Newsletter</p> <p>Work at Fairford primary school to be publicised on 14th of March Recruitment add to be reposted.</p> <p>LP showed the banners created by KL3 signs will be put on display in July.</p>	<p>KS to advertise that the Senior / Vixens End Of season function will be 22nd of April at Jenner's Barn.</p> <p>KS to advertise that the Youth End Of season function will be 29<sup>th</sup> of April at Leafield Road and Cricket Club.</p>	KS	03/04/23
Item # 12: Rugby Safe (Accidents / Injuries)	<p>No new reported injuries or incidents in the past month.</p> <p>LP explained that the injured Vixens player may be able to get some compensation from the RFU rugby, she stated that she has tried to contact her but has been unable, as yet, to make contact to provide advice.</p>	<p>Action:</p> <p>Nil new</p>		
Item # 13: Safeguarding	<p>LPA has been notified that at the Minety match a parent shouted, "take the fat one out on the wing" – which caused a great deal of upset to the child.</p> <p>LP has therefore spoken to the Minety team rep: who will email the mother</p> <p>LP then explained that all coaches are to be aware that they can effectively 'red card' parents using the RFU 'Angry Man' card scheme.</p> <p>The safeguarding board needs to go up ASAP at the CHOP</p> <p>LP mentioned that the RFU have received our application for fracture patches and stretchers.</p>	<p>Action:</p> <p>GE to post safeguarding boards up at the CHOP</p>	GE	ASA[





## Fairford Rugby Club Committee Meeting 6<sup>th</sup> March 2023

<p>Item # 14: Social</p>	<p>Steve Evans of the Steam Rally on the August 17 wants FRFC to get involved. It was discussed what we can offer.</p> <p>GE stated his team are already doing the bar and food.</p> <p>It was discussed whether or not we could do Marshalling, car parking or security.</p> <p>GE cautioned the committee about over committing, particularly about agreeing to people standing on gates doing security all day long.</p> <p>There is a 'Rooky Night' this Saturday.</p> <p>Use of social media was discussed. We need to get someone on the social media strategy post DB departure to continue the build-up for every game; write a report after each game, both men and women. Maintain the stats and attach to both men and Vixens FB pages and ensure that both have continuing visibility (via FaceBook Likes and Shares)</p>	<p>Action:</p> <p>Nil new</p>		
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## Fairford Rugby Club Committee Meeting 6<sup>th</sup> March 2023

Item # 15: AOB	<p>The open disciplinary was discussed. LP mentioned that she has contacted GRFU: we can't close it off yet, but there is still no update. The Tewkesbury incident is also ongoing.</p> <p>Good news!:</p> <p>Fairford rugby football club have been awarded the Gloucester Tribute Team of the Month award – an excellent endorsement of the club's values and ethos!</p> <p>KS kindly volunteered the services of her husband (Colin Spour) to take over as International Ticketing Secretary.</p>	<p>Action:</p> <p>AS and KS to discuss to take over of International Ticketing Secretary with Colin Spour.</p>	AS / KS	03/04/23
Item # 16: Admin / Diary Events	Next meeting scheduled for 7pm on 3 <sup>rd</sup> April 2023			

