

## Fairford Rugby Club Committee Meeting 3<sup>rd</sup> April 2023

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

**Non-Committee Attendees:** Nil

**Apologies:** Danny Briggs (DB), Katharine Buchanan (KB), 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"> <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. Chair to report progress of disciplinary investigation (if any made over festive period) at next meeting - ONGOING</li> <li>C. Update on alleged assault of AT at Tewkesbury match. ONGOING</li> <li>D. Advertisement to be created to place in the Gloucestershire RFU; Oxfordshire, Wiltshire and Dorset magazines - ONGOING</li> <li>E. Coaches to check the age group of each player to ensure that children are only allowed to play in the correct age group - ONGOING</li> </ul>	<p>Actions for escalation:</p> <p>Nil</p>		



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	<p>F. LP to look at RFU first aid options to support future serious injuries – ONGOING</p> <p>G. GE to provide an estimate to KB for the total cost of generator fuel, line marking costs etc.</p> <p>H. KB to add cabin stock, which can then be traced to Sum Up Items</p> <p>I. GE to provide photo ID, including DOB to KB to assist Director change</p> <p>J. AL to contact former President (SC) for ledgers and records</p> <p>K. LP to run Spond training session with CH and KS</p> <p>L. AL to collect FRFC Ties from DRJ for sale at VP / Sponsor's Day</p> <p>M. GE to approach Kay Kipling regarding taking on the role of Sponsorship Rep.</p> <p>N. AS and KS to discuss to take over of International Ticketing Secretary with Colin Spour.</p> <p>No Actions required escalation.</p>			
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Item # 3: Chairperson's Report	The Chair stated that the focus of the meeting should be on next season. The last league game will be on Saturday. Papa Johns Cup matches have been cancelled.	Action:  Nil new		
Item # 4: Club Development	GE mentioned that he has not yet had the opportunity to sit down with a potential new Club House sponsor (CNS) but a meeting has arranged for the 14th of April. He is also going to arrange a meeting with the LBY contact. Need to find out whether funding may or may not be possible. GE mentioned that he wants to also invite the LBY to that same meeting.	Action:  GE to feed back progress of Club Development meeting arranged for 14/04/23 at next meeting	GE	02/05/23
Item # 5: Financial Report	Treasurer's Account update:  Development - £20,080.08 Senior - zero Main - £8,228.73 Ladies - £33.35 Youth - £10,557.59  It was mentioned the SC and HR have no record of the when Fairford Cricket Club last paid FRFC	Action:  Nil new		



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<p>Item # 6: Coaching</p>	<p>AL has approached HJ who stated that it is not the right time for him yet. SJ has also shown an interest but has work commitments.</p> <p>KR was discussed in the role as Director of Rugby.</p> <p>CB was discussed: he wants to progress his coaching abilities.</p> <p>AI discussed with WB the impact on the Vixens Committee discussed coaching qualifications for the right candidate to take over from DB. It was agreed that: if we fund the coaching training, we will need assurance and commitment for 2 to 3 years.</p> <p>The committee raised concerns that they were not happy with the Gloucestershire County rugby disciplinary process which has shown poor follow-up to issues raised by FRFC and has been slow with communicating decisions. Aggression shown towards players within the league has also been a concern.</p> <p>The committee discussed whether we will be in the right league next season. GRFU league may put us into a restructure, possibly leading to a move to North counties division three.</p> <p>LP mentioned that, in the interests of full transparency, she has emailed Gloucester and Dorset / Wilts about possible options for next season. Nothing yet has been agreed.</p> <p>It was discussed whether a 'Walking Rugby Event' as a community engagement activity should be arranged.</p> <p>Nothing further to report from DB.</p>	<p>Action:</p> <p>Nil new</p>		
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Item # 7: Youth Development	<p>Regarding the YEOS function planned at the FCC: GE mentioned that there is a wedding at the cricket club on the Friday the 28<sup>th</sup> April. followed by a hog roast on the Saturday, so Sunday for the youth end of season do will not be an option at FCC.</p> <p>The Stroud combination cup match against Minchinhampton is due for the 15<sup>th</sup> of April. If Fairford win that, there will then be a semi-final on the 29<sup>th</sup> at COLN House.</p> <p>The committee agreed that the YEOS do should be at COLN House on the 29<sup>th</sup> of April – which will hopefully coincide with a Stroud Combination Cup semi-final.</p> <p>LP asked whether there are any safeguarding concerns linked with running the YEOS function in parallel with a senior's cup match, but it was agreed that the players will not finish the game and start 'celebrating' until 5pm – by which time any concerned parents can take their children away.</p> <p>It was agreed that the Minis end of season function will involve a bouncy castle and games will commence at 10:30 am. Under nines and upwards are to arrive from 12 pm onwards.</p> <p>CH mentioned that the coaches need to get involved and make it a really good event for the kids</p> <p>CH went on to mention the Chipping Norton festival. There is no recent information. HR would like an afternoon slot if possible.</p> <p>LT has produced ID cards for the children and they need to be laminated (CH to action)</p>	<p>Action:</p> <p>GE to organise bouncy castle, catering, and bar for Youth EOS function on 29<sup>th</sup> April</p> <p>LP to organise Youth EOS trophies, medals and certificates.</p> <p>LP to arrange poster and publicity for youth out of season function</p> <p>CH to laminate ID cards for the children attending the Chippenham rugby festival</p> <p>LP to send out an email about which age group each player needs to be in next season and then allocate each player to the right group in GMS.</p>	<p>GE</p> <p>LP</p> <p>LP</p> <p>CH</p> <p>LP</p>	<p>29/04/23</p> <p>29/04/23</p> <p>ASAP</p> <p>23/04/23</p> <p>02/05/23</p>
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	<p>The Youth coaching plan for next season was discussed. CH stated coaches are all happy to move up a level which means that we will need a new Minis coach.</p> <p>AI mentioned that the girls have been offered an opportunity to join the Cotswold Lionesses, which affects RL &amp; JR</p> <p>LP stated that she needs to complete the safeguarding audit</p> <p>LP will send out an email about which age group each player needs to be in next season and then allocate each player to the right group in GMS.</p>			
<p><b>Item # 8: Senior Men's Team Report</b></p>	<p>AL reported that the last game of the 2022/2023 season is on Saturday (but he intends to continue playing for many more seasons to come).</p> <p>It was mentioned that we may need to cancel the game on the 15th April due to a lack of player availability.</p> <p>The committee praised DB: who all agreed has done an amazing job to get a team out for every single fixture throughout the season.</p> <p>AI mentioned that he will need to speak to HC; KL and KR about possibly reducing the training to one night per week next season</p>	<p>Action:</p> <p>Nil new</p>		



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Item # 9: Vixen's Team Report	<p>WB mentioned that they are planning on playing 'touch rugby' in the off-season during August and would welcome all comers to join in.</p> <p>WB mentioned that a change in leagues is being planned: from the Inner Warrior league to the NC#3 Southwest – which will include fixtures against Chippenham, Hardwick, Quedgeley, Thornbury, Minchinhampton, Minety and Faringdon, so there will be more guaranteed fixtures for the player's next season</p>	<p>Action:</p> <p>Nil new</p>		
Item # 10: Sponsorship	<p>LP suggested that we need a VP day 'wrap up' discussion. We need to sort out the diary for next year to arrange a minimum of three VP's days: earlier planning creates greater success.</p> <p>AL mentioned linking VP days with Vixens &amp; Senior's matches.</p> <p>GE explained that he has spoken to KK: she is thinking about doing sponsorship. SH is also helping.</p> <p>AL asked if SH had given out any new shirts at the weekend? CH checked – two old shirts were issued to kids from the Kit Exchange box.</p> <p>KS asked about whether the decision for player sponsorship for next season had been made whilst she had been swanning off skiing last month?</p> <p>The current player sponsorship fee is £200.</p> <p>GE explained to the meeting that every Minchinhampton player creates a standing order for £16.50 per month. If they secure a £150 sponsorship - the player then gets £25 back.</p>	<p>Action:</p> <p>AL to discuss player sponsorship and kit options with Senior Men's players by the June meeting</p> <p>CH to fit digital lock on internal door in cabin.</p> <p>KB: Treasurer to provide an estimate of what the fees will need to be to cover the outgoings of each player per annum, to enable an accurate decision regarding membership fees / player sponsorship and kit bundles next season.</p>	<p>AL</p> <p>CH</p> <p>KB</p>	<p>05/06/23</p> <p>05/06/23</p> <p>05/06/23</p>



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	<p>The cost to the club is £120 per player per annum so of the £200 sponsorship money: £120 goes towards player match fees and insurance etc and £80 goes towards the kit bundle, so the club does not make any revenue through the player sponsorship scheme.</p> <p>AL suggested giving players just a polo shirt, but new players, however, who have no existing kit, who secure sponsorship will be given a full kit bundle when they start with the club.</p> <p>The meeting discussed ideas for encouraging more sponsorship: including setting up a Player Sponsor's Game Day League (like a 'Fantasy Football' League) where points would be awarded if the sponsor's player plays. GE suggested that: if they score a try when the sponsor pitch-side at the match the Sponsor will win a bottle of Prosecco.</p> <p>To make an accurate decision regarding membership fees / player sponsorship and kit bundles; we need the Treasurer to provide an estimate of what the fees will need to be to cover the outgoings of each player per annum.</p> <p>LP asked how many keys we have for the cabin</p>			
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Item # 11: Comms / Media / Publicity	<p>Social media during 'out of season' and who will take over from DB was discussed. KS asked the same question for the newsletter. It was agreed to make the newsletter 'every other month' and to wrap up the end of season functions within a May publication – skipping the April edition.</p> <p>An idea for an 'off season competition' for the "photo taken in the most exotic location over the summer wearing FRFC kit" was discussed. An idea for an "old player" naming quiz was also discussed.</p>	<p>Action:</p> <p>KS to advertise that the Youth End Of season function will be 29<sup>th</sup> of April at COLN House</p>	KS	ASAP
Item # 12: Rugby Safe (Accidents / Injuries)	<p>LP explained that there has been one neck injury – which Prime Practice did an amazing job with. WB confirmed that the player was the Vixen's player (Ora), who was also concussed, and has observed the mandatory non-playing gap following a concussion. LP mentioned that she needs to do the follow-up, so she needs an update report two weeks after any injuries on the progress of the player.</p>	<p>Action:</p> <p>Nil new</p>		
Item # 13: Safeguarding	<p>LP confirmed that she is due to do the safeguarding and rugby safe audits in the summer.</p> <p>GE confirmed that the <b>Safeguarding</b> boards are up at COLN House. LP mentioned that she needs to fill up the boards. GE discussed problems with the locks on the boards.</p>	<p>Action:</p> <p>GE to fix Safeguarding board locks</p>	GE	02/05/23
Item # 14: Social	<p>DB is getting the last EOS function monies in. AL has final committed numbers, and he will send out an email to sponsors for the remaining places on a 'first come first served' basis</p> <p>Various leaving gifts were discussed in depth.</p>	<p>Action:</p> <p>Nominated persons to sort out various leaving gifts.</p>		ASAP



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<p>Item # 15: AOB</p>	<p>Fairfest is due on the 4th of August. There will be a meeting on the 20th of April to discuss.</p> <p>The possibility of a summer challenge was discussed. LP to discuss with DB.</p> <p>GE talked about pitch 'weed and feed' – he will roll, and chain aerate but insisted that the club need to invest several hundred pounds to reinvigorate the field.</p> <p>The generator cabin was discussed. Due to the COLN House CDC development plans - we must move the generator cabin closer to the pitch because the build line of the development goes right through the cabin. It's must move closer to the lights. The meeting discussed whether to run an armoured cable from the cabin to the floodlights.</p>	<p>Action:</p> <p>LP to discuss the possibility of a summer challenge with DB</p> <p>CH to approach Will Weston reference pitch treatment.</p>	<p>LP</p> <p>CH</p>	<p>02/05/23</p> <p>02/05/23</p>
<p>Item # 16: Admin / Diary Events</p>	<p>1<sup>st</sup> Monday in May is a Bank Holiday. Next meeting therefore scheduled for 7pm on 2<sup>nd</sup> May 2023</p>	<p>GE to check FCC availability for Tuesday 2<sup>nd</sup> May. If unavailable, LP to book Fairford Community Centre.</p>	<p>GE / LP</p>	<p>25/04/23</p>

