



## OXFORDSHIRE RUGBY FOOTBALL UNION

### Minutes of meeting held at Holiday Inn, on Tuesday 12<sup>th</sup> February 2019 at 7.30pm.

Present: Chris Skaife, Karen East, Doug Bosley, Jenny Bosley, Gina Overton, Rob Walsh, Dave Larham and guest Jason Bowers (RFU).  
Apologises: Pete Bramley

*Minutes taken by: Karen East*

*Meeting starts 19.30*

#### 1. Approval of Minutes

The minutes of 15<sup>th</sup> January 2019 were approved.

#### 2. Matters Arising

Ticketing, it was decided not to continue to use the website created by Tim Lawson. **AP. Chris Skaife** to write to Tim Lawson. Ticketing will be handled by GO. The board needs to agree constitution and finalise, plan to do this around team day. The ticketing account has some funds in it, KE will ask Nick Cole to transfer money to main ORFU account. **AP. CS / KE to write formal letter requesting funds transfer.**

Gary Morris thanked everyone for his tickets received in honour of his service to the county.

Competitions pack all branded and DL has uploaded to Pitchero website. The headcase leaflets need to be distributed to clubs hosting festivals. GO will have the leaflets sent to KE. KE will distribute to festival hosts. **AP. GO and KE**

#### 3. Jason Bowers update on behalf of Gavin Williams

Jason gave a presentation to the board regarding local funding and local rugby plans.

Hampshire sent surveys out to a very wide cross section of rugby contacts giving a wide representation of research. Oxfordshire RFU is planning their questionnaire with GO as

lead at the moment.

CBs will be accountable for the needs of the club. Single point of need, contact and deliverables. The CB will get data and insights along with the national rugby survey. **AP.**  
**JB will circulate the national rugby survey results to us.**

The 5 fundamentals will replace the 6 key drivers. Fundamentals: Volunteers, coaches, referees and medics, facilities, competitions and protect players, safeguarding, discipline, insurance and IPF.

Referees will be funded as they are, no change to as it is now.

The results need to be implemented for July 1 2019. The ORFU survey needs to go out ASAP, Gina will finalise and Karen will distribute. **AP: GO / KE**

GO and RW will attend Bisham Abbey on 3<sup>rd</sup> March. **AP. KE will confirm the places.**

#### 4. Representative Teams Workforce and Women's & Girls updates

20s are up and running. 11 clubs and schools represented last Sunday.

Seniors are on the verge of opening.

Coaching team in place.

Chris White has informed that women's have been reorganized, coaches have disappeared and new coaches and team manager now in place.

Doug is Chair of Representative rugby, Chris White reports in to Doug. CS asks DB to look in to the women's side to see what is happening. **AP: DB**

CS will advise DB of the women's budget again. **AP: CS**

DL confirmed the AGP does have available slots. DL will ask RFU365 if the board can have access to see who has booked the pitch slots. **AP:DL**

Representatives need to book pitches well in advance. KE notes we need to track costs of bookings against county account so if you book on county account let KE know. **AP: ALL**

#### 5. RDO Updates

Full audit of all rugby clubs with M&J sections has been done. This has been well received.

Safeguarding communication has been sent out to safeguarding officers to push DBS and to recognize training needs.

Referee course in March, 13 places taken.

Social media workshop at GAB, over 40 people attending.

Bicester have asked for two coaching places, CS has approved costs.

DL has submitted an application to RFU for £4000 for women's growth fund grant. The board supports this and would consider funding this if the grant is unsuccessful.

Jane and Paul Weaver (Banbury) have been contacting clubs about next year's junior cup competitions but several of the age groups are clustering due to numbers. It is evident that some clubs are struggling with certain levels.

Banbury have called an EGM, they have failed to file the VAT for two years. They will be subject to a sizeable bill and possibly a fine. **This is confidential.**

CBs may need to see clubs accounts. We think this is an annual requirement and is part of the regulation.

Grove ladies are unhappy with the facility and are considering becoming part of Didcot rugby club. **This is confidential.**

Henley 3<sup>rd</sup> team played Bracknell and DL was informed that 2 players received blows to the head and they came off the pitch and then went back and played on. The squad has had a briefing and Henley has confirmed management etc. has been debriefed on headcase. Suggestion is that we send headcase leaflets to all clubs. AP: **KE will send leaflets to all clubs with cover later asking them to be cascaded to all age group coaches.**

Littlemore – DBS issue has been resolved.

Wallingford, there will be a subsequent meeting on May 6<sup>th</sup>. Looking at use of current footprint and facilities and funding options.

Witney are meeting with Jason and DL, they have put planning in for their new extension.

Next Tuesday there is a Wasps DPP festival for u14s and u15s at St Edwards School from 10-1pm. Great for the development of young players. It would be good if in future the CB were informed by Wasps.

Jason and DL are visiting Bicester 13<sup>th</sup> February. Bicester Village has purchased the current site. The CB needs to watch this carefully.

No tour forms have come in, KE has queried this as has heard tours have happening.

## 6. AOB

Away day. Only received GO availability so far. DB and Jenny Bosley have confirmed March availability is difficult. Concerns have been raised by the board over costs, it would be better to spend through the clubs. Jay Bowers suggested Chipping Norton for the day out. Board agrees Chipping Norton is a good venue. Plan is to go for as many as possible to attend. 5<sup>th</sup> and 12<sup>th</sup> April are proposed dates. AP: **ALL to share availability with KE so venue can be booked. Costs to be kept at a minimum.**

GO – volunteer lunch 28th April – AP: **KE to check booking and confirm to GO and James Knox.** Gift suggestions, thermos cups, gilet. AP: **KE will send another push for volunteer nominations.**

Go is obtaining quotes for badges for CB. AP: **GO**

Spreadsheet – complete form and send to KE monthly.

KE has ordered a decanter for Nick Cole.

RW brought a selection of ties to the meeting. We have plenty of ties. Any volunteer tie and scarf surplus to be used for GO value the volunteer programme. Propose amalgamate for senior and u20 ties as there is stock. Club reps ties, we need more stock. **AP: RW will order more ties for club reps.**

Quickbooks – Approved to take this out. Expected cost approx.£10 a month **AP: KE to arrange.**

CB leaders conference 8/9 June – send interest to KE **AP: ALL**

Referees society money claimed from PFR for radios. They purchased 9 radios. The board agreed to offer them 50% of the £5,959.44 cost and pay the split across to them. **AP: KE to pay this.**

Clubs Agenda – KE will mirror last year's agenda. RW to provide a council update for the meeting. **AP: RW to prepare update.**

*Meeting closes at 10pm. Next meeting 12<sup>th</sup> March 2019 - Holiday Inn (7.30pm)*

### **Summary of Actions**

<b>Action</b>	<b>Who</b>
Write to Tim Lawson	Chris Skaife
Write formal letter to Nick Cole requesting ticketing funds transfer to main ORFU account	Chris Skaife
Send headcase leaflets to KE	Gina Overton
Distribute headcase leaflets to all clubs	Karen East
Circulate National Survey results to ORFU	Jason Bowers
Confirm Bisham Abbey places for March	Karen East
Look further in to the women's side to see what is happening	Doug Bosley
Advise DB of the women's budget	Chris Skaife
Ask RFU365 if the board can have access to see who has booked the pitch slots	Dave Larham
Let KE know if you book pitches for AGP on county account yourself	ALL

Arrange April team day at Chipping Norton and share dates to collate availability.	Karen East
Check volunteer event date and advise GO and James Knox	Karen East
Chase up volunteer nominations	Karen East
Order more ties for club reps	Rob Walsh
Set up Quickbooks accounts subscription for county	Karen East
Order badges and brooches for county stash	Gina Overton
Finalise and get survey out	Gina Overton / Karen East
Register interest for leaders conference to KE	ALL
Send council update to KE for clubs meeting	Rob Walsh
Pay referees society grant	Karen East