



## **MANAGEMENT BOARD MEETING – NOTES & ACTIONS**

Wednesday 6 November 2019 –1930hrs start @ Longlevens RFC.

**Present:** Adrian Siddorn [AS], Keith Gee [KG], Simon Thornton [ST], Andrea Grant [AG], Simon Collyer-Bristow [SCB], Nigel Gillingham [NG], Rob Beswick [RB], Peter Shortell [PS], Tony Swash [TSw], Stuart Gilbraith [SG], Mike Heath [MH], Shane Aldridge [SA], Mark Elton [ME], Barry Clark [BC],

### **1. Welcome by Chair**

### **2. Declaration of Conflict of Interest - None**

**3. Apologies:** Martin Woodward [MW], Adrian Danks [AD], Tracy Sparrow [TSp], Ian Smith [IS], Ashley Stephens [ASt], Rob Groves [RG], Tim Ravenscroft [TR], Rich Berry [RBy], Peter Williams [PW]

**4. Notes of previous meeting:** Approved with no amendments

### **5. Actions outstanding –**

#### **i. SA to bring proposal of rising Representative Rugby costs to next MC meeting**

Due to Representative Rugby having a large budget, AS asked the figures provided can be broken down in more detail. SA stated he wasn't presented with opportunity to discuss with ST, as previous years. NG added that a large amount covers medical costs. SA stated medical supplies cost is based on last year's usage and doesn't take into account of stock). He added an increase will occur with more away games and higher travel costs. Last year for U16 N Glos, the sum was budgeted and not charged, however SA stated he can't risk not budgeting assuming the same will occur this season. It was agreed the two main factors in the increase is £4k reduction from RFU and the additional games for women – North Midlands and Buckinghamshire - both away. Considering elements that can be reduced, SA stated whilst coaches can't watch every movement in every game, there is an expectation of video analysis to aid development. SCB proposed that we continue as we have for this season and discuss at the beginning of next season. TSw shared that he is increasingly finding conversations difficult with clubs and that, whilst supporting representative rugby, is uncomfortable with the amount when no funding is available for clubs and their facilities. SA added that £2k covers insurance of players – not that they realise. It was agreed we should be promoting benefits more. Using the home games as a venue for a workshop prior to the game, to then all support the county teams and maybe use for a volunteer event afterwards – we need to think outside the box and link together more. AS felt the perception around the clubs is that representative rugby is elitist, "for the blazers". SA disagreed, and especially within AgeGrade: 140 boys applied recently applied for trials; 50% turned up. On discussing what is essential and desirable, SA stated that hosting of committees c£5K costs will always increase annually; it was agreed that GRFU representatives would pay for their own meals/drinks and six of the opposition members would be hosted by GRFU for food and one drinks token, along with a squad of 30.

**ii. Feedback re Norton RFC** - PS stated that the problem was raised initially in July; developers will not provide the netting and the affected house occupier will find the netting oppressive; the club is losing a number of balls per match. Club has paid for their own netting; PS asked if the Combination can draw on £500 for balls – agreed. NG stated that Jon Bendle needs to meet with Tewkesbury Council to ensure they fulfil their responsibility as RFU has bigger and better legal department. PS confirmed that the lease paperwork has been found – **NG to speak with JB for a situation report.**

**iii. ST will report back after SWMBF meeting on 7<sup>th</sup> Nov** - SCB shared that he has heard the SWMBF “is not as great as it’s made out to be” – ST has received accounts and last report; they have money and are solvent and to him, the benefits do seem better.

**iv. Updated Operating Procedures to be circulated ongoing [SCB]**

**v. Contact Dings RFC and Clifton RFC re Fixture Exchange Facility [NG]** Both clubs are members of the Fixture Exchange but are not having a lot of luck; some of the issue is due to long standing history. The clubs not also not working hard enough. NG is still in contact with both Dings and Clifton and will see in a few weeks what he can assist with after Christmas.

- 6. AOB to list** – matters arising not on the agenda: Cleve RFC, Game Values, RFU Representative vacancy, GRFU grants, Competitions, Reports, RDO headlines
- 7. Longlevens RFC Mixed Ability Rugby** – Rich Steward gave a verbal update stating that the club now has 47 adults and just short of 200 children (this figure does not include the existing juniors and are from within SEN schools in Glos). They cater for those with Asperger’s, DS, Autism, MS, heart conditions, mental health, PTSD, depression and anxiety. He shared news of their accreditation and that they have been invited to represent SW England in Cork next year – they will be playing NZ, Fiji & Argentina. The club needs to find £18k costs, of which they have £6k to date. They are fundraising continuously. NG asked of the adult players, how many are returning to rugby; Rich confirmed 40% are returners and 60% novices. With 200 children, 50 adults wear & tear on pitches (owned by council) was questioned. Rich stated that only three sessions occur at the club. ME offered Widden’s 2<sup>nd</sup> pitch. Rich mentioned they utilise schools’ facilities and pointed out the new leisure centre being built for disabilities opposite the club (where he will have an office). Within Gloucestershire, there is only Bristol Bears Community Foundation and Cainscross MAR teams, the latter play touch and several matches have been called off between the two teams. The closest UK sides are: Worcester, Derby, Bradford, Halifax and Surrey. 24 teams in total will take part in the World Cup competition. Rich estimates that he will have even more youngsters by the start of December as he starts provision at another local school next week. The need for a minibus is imminent, with matches to play in Llanelli, Cardiff Arms Park. SCB requested the link to their new video for RFU Rugby Growth department. **AG will share**
- 8. Report from Executive Committee, including Away Day discussion document** - SA raised the point that representative rugby wasn’t mentioned; NG pointed out the question posed was “what do we do for our clubs?” SA asked for clarity re point 5c, concerned that James Stephenson will be pulled on county wide (he covers representative rugby medical). SCB added Rachel Faull-Brown presented at HQ and the question was asked questioned – should CB’s have ICIS level 2 for all games. KG added that Rachel had met with Mike Fole as a Bristol schools RugbySafe rep and offered him to the GRFU RugbySafe group. NG supported. Rachel is meeting existing RugbySafe group 21st Nov. **KG to invite MF.** NG referred to key action points. All agreed **AS to take next steps forward and build an action plan for December meeting, if not February.**

**9. Financial update** – nothing to report

**10. RFU update** – nothing to report. SCB commented that from previous RFU reports, no questions are being asked on EMC, age grade regulations, half game rule and international tickets and that clubs seem currently happy. NG stated that regarding EMC, there is now 98% success rate each week following issues with capacity and clubs not represented at the training sessions. Re Saracens position, NG made the point that it is not RFU or European but a PRL matter.

**11. Appointments** – no formal report

- i. Combination representatives attended meeting at Fromebridge Mill on 22<sup>nd</sup> October to establish how GRFU can support. All felt this was beneficial and took away actions.
- ii. TR has emailed AS and KG regarding his latest family situation and requested to step away from GRFU AgeGrade. Steve Bevan has been evidently trying to move things forward with this sector. KG asked if Steve could be appointed as an interim to lead AgeGrade. KG gained approval of Management Committee; **SCB will liaise with Steve Bevan. TR to provide list of contacts, requested by KG.**
- iii. Two candidates have been met regarding GRFU Safeguarding Manager's vacancy; both eluded to wanting a job share which split north and south. KG awaiting to see a third applicant who was previously engaged for the set meeting date; idea of areas per RDO will also be explored. **KG to speak with two applicants seen so far.**
- iv. Re W&G, one applicant is still to be met with and two have been met (job share). **Meeting to re-group all committee members with member of Appointments Panel to be arranged [AG]**
- v. Coaching – one of three applicants to apply for the Coaching role was TR. All three have been met with face to face this week. After discussions around TR's current capacity, KG **will speak with the other two regarding a shared role, as well as going back to TR.** NG asked KG to request that the coordinators attend the RPPG meetings. KG advised they were aware. **KG to give them dates to cover between themselves.**

**12. Combination Reports** – All reports circulated – Shane questioned the terminology used within the Bristol report of AgeGrade representative rugby. TSw confirmed that this season there is no AgeGrade representative rugby. Possibility of level 8 & 10 has been discussed with Cheltenham & FoD – age grade is still an aspiration. **SA to liaise with RG for clarity**

**13. AOB:**

- i. SCB shared that 5 GRFU Officers plus RFU Safeguarding attended a 2-hr meeting with 5/6 from Cleve RFC– this was a clear meeting, very open with lots covered, based on safeguarding, discipline, governance and finance. GRFU stated they were there to support and Cleve understood and now working towards accreditation, on safeguarding and becoming an approved club. NG added that he received, last week, a club approval form from Cleve RFC; it will now be a decision for safeguarding, discipline and the RDO (for accreditation purposes) to state if the club is approved. If this is not the case NG will write to club with clear reasons.
- ii. SCB is writing a letter to go out from CO, signed by Chair, regarding zero tolerance and game values. Bristol Referee Society have been proactive, Gloucester & District Society wanted to act with the county and are awaiting the letter to go out from GRFU. SCB advised this is not a new initiative for referees; but they have to now enact it. There has been good acceptance from the adult game, poor

from adult coaches and no acceptance in age grade or their coaches, meaning work to be done in this area.

- iii. ST has received email from Chair @ Longlevens RFC explaining the need for £8k to fund a replacement minibus and for car park works. Chris Yorke asked viability of a loan; NG suggested an RFF grant as an emergency (using minibus as essential equipment to get the players to their games). ST has asked as a principle if Management Board are happy for us to help – all agreed try RFU then joint venture GRFU/Combination. MH stated it was the first he had heard and why hadn't the club asked the Combination. **AG/ST to liaise with Chris and ASt**
- iv. SG advised the new date of Nov 16th as the Level 7 Cup final for Barton Hill v Matson (at Barton Hill RFC)
- v. Within Level 8 / senior vase there have been lots of games cancelled. SG stated it looks like a redraw will occur with 2 weekends to play 8 rounds and use of league games. NG suggested an alternative fall back if wet weather continues. SG currently liaising with Ian Hillier.
- vi. The MB discussed the replacement process of Nigel Gillingham as one of the two RFU Representatives (alongside SCB) and the associated timeline of process. This process is clearly regulated by RFU whilst carried out by CB.

There has been no contested election since 2010 with SCB/NG unchallenged by MB/clubs. Term-limits (Up to 3 terms x 3 years) have also been introduced with the annual election process being scrapped. IE; Circumstances have changed and a new MB “interview” process is felt desirable and more transparent. The opportunity for “outside” candidates remains as is.

The appointment is for either a minimum period of 2 years or the full 3-year term. **This time period also needs agreeing by MB and should be co-ordinated to link-in with other candidate ie; to avoid 2 new candidates starting/finishing at same time.**

SCB has one further year to serve from his current 3-year appointment ie; up to end of July 2021. SCB proposed:

Part 1 - The Appointments Panel will ask at 4<sup>th</sup> December's GRFU Management Board for any interested currently-serving MB members to apply for the role in conjunction with the publication of the Job Description/Person Specification which will have been circulated. Applicants will submit their CV and application letter + their proposing/seconding clubs by 31/12 and then be “met” by an independent panel of Tony Fielding/John Edwards/Nigel Gillingham in mid-January and essentially “be interviewed”. The 3 of them can construct whatever questions they feel applicable based on Job Description/Person Specification.

The Panel will then confidentially feedback relevant Pros/Cons on the individuals before the 5<sup>th</sup> February MB meeting. They will not make a recommendation. At 5/2 meeting a confidential internal vote will occur to select one MB candidate from the applicants to accompany SCB. Every currently-serving GRFU MB member will have a vote.

**POST-MEETING THOUGHTS from SCB:** *Conscious that we have RFU Board/Executive + D&I visitors at Feb 5 meeting – suggest independently drawn-up Pros/Cons document be circulated and confidential vote take place electronically in the few days before 5/2 rather than via returning of slips on the night (which will take time). Result announcement will take place @ 5/2 meeting from Process Chair (GRFU President or Chairman unless either is a candidate in which case an alternate*

*Chair will be nominated). Electronic voting In line with modern elections + same as later vote by clubs.*

Part 2 - GRFU clubs will be asked on February 6th for any applicants from themselves to apply for the role along with their CV and application letter + their proposing/seconding clubs by 1<sup>st</sup> March, whilst also receiving the name of the GRFU MB recommendation. Any MB candidate can re-apply if they wish at this time.

Part 3 - IF other club/MB candidates emerge from Part 2 a democratic election process with applicant CV and application letter + proposing/seconding club would take place during March with all GRFU clubs allowed to make one choice from all the candidates. The Election Chair (GRFU President or Chairman, unless either is a candidate in which case an alternate Chair will be nominated) and Chair of Governance will oversee the process. Electronic voting will take place.

Part 4 - GRFU County Office will inform RFU CEO of their 2 Council Representatives by April 1<sup>st</sup> 2020 latest.

vii. RDO Headlines [ASt]:

- We have successfully appointed William Safe as CRC (18 months FTC) in replacement for Ben who is on secondment as RDO. William's start date is still to be confirmed. Once Will is officially in post I will ensure he meets & greets CB members.
- Rugby balls delivery – Last week it was agreed by SG that all rugby clubs would receive approx. 10 rugby balls each. This was mainly linked to the RWC final and potential new players attending rugby clubs over the next couple of weeks.
- GMS issues/bugs – If you experience any issues/bugs or know of club volunteers experiencing any kind of issues then **please raise them with the RDOs**.
- Club Development Workshops in place on 18/11/19 & 25/11/19. Topics covered on the evenings will be – Volunteering, Refereeing, Safeguarding, Age Grade, POoAG, RugbySafe, First Aid, Kids First, Coaching. These are live on the website. **Please promote where possible**.

viii. Reports – SA stated again that reports are coming in too near to the meeting date, especially for those working, to read in a timely manner. AG agreed, stating that she had to send this time over three emails due to promises of late reports. SCB admitted to being late or not producing all reports, as promised on being chased, but has been busy – he asked that leniency is given. MH raised that the meeting schedule does not include all sectors sub meetings to know when he has to nudge individuals for reports. NG reiterated it was not Mike's issue to collate or chase Business as Usual reports for Management Board meetings. AG stated that all meetings known to her were in fact in the schedule; she has been chasing AgeGrade and others mentioned are currently missing a Sector Head.

**Next Management Board meeting:      **Wednesday 4<sup>th</sup> December @ TBC****

**Reports/updates, if relevant, due by:      **TUESDAY 26<sup>th</sup> November latest please.****