

LANCASHIRE COUNTY RUGBY FOOTBALL UNION

Minutes of the Board meeting of the held at Liverpool St Helens FC on Monday 6th November 2017

Present: Mr D.N. Herriman, in the Chair, & Messrs P. Deakin, R.T.J. Briers, T. Fitzgerald, K. Andrews, A.S. Kerboas, M.J. Worsley, J.B. Morgan, M. Downs & Mrs C.A. Baker.

In attendance: Messrs S.R. Blackburn, D. Clarke, S. Urquhart, C Lowden, J. Leahy.

Apologies: Messrs, J.S. Greenwood, J.T. Hughes, B.H. Stott.

RDO Report.

JL reported:-

1. Started as the new Referee Development Officer for the North, with the aim to recruit new and develop what we have in place. Already met and working with MADREFS.
2. Refereeing project on with Uni of Manchester to provide refs for Intermural comp.
3. DNH offered an invite to the next meeting involving Refs societies, Federation and Associations.
4. MJW – Can standard of refereeing improve. JL – time will tell but that is the aim.
5. RTJB – is there a stumbling block to recruitment. JL – a fan of “try before you buy” to get people involved via taster sessions.
6. SU – cards to be circulated to clubs and given out pitchside to abusive parents.

CL reported:-

7. Season had started well in mid Sept. Thanked County for Coach Mentors.
8. 8-10 new teams, both Men and Women playing non BUCS Comp, 200+ players kept within the game.
9. Players who cannot get games on Wednesdays will be helped to find clubs for Saturday rugby.
10. Liverpool Engineers were looking to start Saturday fixtures.

Large CB Presentation.

ASK, PD & MD presented to the meeting on County Structure, Financial Governance, Rugby Development & Succession Planning.

SU, JL & CL left the meeting.

Minutes of the last meeting:

The minutes of the Board meeting held on Monday 9th October 2017, (previously circulated) were accepted and signed as a correct record.

Matters arising

There were no matters arising.

RFU Report

There was no written or verbal report:-

1. Community Game Board looking at player tracking from junior to senior Rugby, system to trial next season. This is to be led by individual players providing data.
2. Facilities – new approach to investment similar to the AGP process to leverage RFU buying power.

3. County Finals Day – Aiming to get all finals played on same day at Twickenham.

Finance & Funding Report

PD Reported:-

1. The Financial statement had been received back from the examiners.
2. Rather than print and send a copy can be requested to save n administration.
3. Coaching reserve is untouched, TF commented that this was due to the long process of some of the courses.
4. Board agreed to fund a certain number of coaches in clubs on the ERCA course.

RDC Report

TF presented a written report to the meeting – Appendix 1

1. DNH – County had been approached by a coach at a prison, we will contact and provide assistance.

Club and Community Rugby

No report, next meeting is scheduled for 20th November.

Volunteering

ASK reported:

1. ASK and GM attended the CB induction day at Twickenham on Thursday 12th October.
2. 3 mentors attended mentor briefing session at LSV on Monday 16th October. We now have 17 registered on the LA, so may need an extra mentor.
3. As discussed at the last meeting we need to set up a small working group to discuss Recognition / Volunteers. Will pick this up with KA.
4. Leadership Academy Kicks off in a week (13th November).

Cup and Competitions

DC reported:

1. Trophy Finalists are Burnage & Broughton Park
2. Semi finals of the Plate are to be played on the 18th November.
3. Bowl – last round of the group matches to be played on 25th November.
4. A meeting is to be held on 22nd November to decide date and venue of final.

Governance & Safeguarding

CAB reported:

1. Lancashire conference 21st October, 21 clubs attended, 38 delegates, 8 officers of the county, 15 apologies (half term did not help), 15 clubs no contact what so ever.
2. 15 clubs will be visited and audited within this season. 2017-2018. Rational _ Non-Engagement or no reply, nor attendance at conference partial contributing factors. Also New CSO's in post.
3. All persons in attendance at Conference with exception of ladies from West Park (had responsibilities with First team- Physios) completed the IN TOUCH training for CSO's and the first module of the CEOPS's (Child Exploitation On Line and Chid Sexual Exploitation) Training with regards to ON LINE and media protection. Course payed for by Lancashire CB and delivered by CAB a new Ambassador for the service.

4. There has been an Increase in Racially motivated abuse toward players, which is increasing both within the M&J game and adult game (Brian Stott discussions.) It is requested that a letter or statement be sent out to ALL Lancashire clubs by honorary secretary.
5. CAB to write to all CSO's and an article statement from the county be posted on the Lancashire Website highlighting the increase and non-tolerance of racially motivated behaviours. Highlighting reporting requirements (Twickenham via Discipline) Sanctions and punishments that can be applied SO to the need to report incidences.
6. Confirmed that the Club Safeguarding Audits DO fit into the Club accreditation and re-accreditation. RDO's have been making contact to ascertain when all Lancashire Clubs underwent the Safeguafdring Audit last.
7. Meeting Planned on 15th November 2017 with Dave Livesey at Bolton Rugby Club to discuss and meet with a coach who was involved with an incident in which a Young Person was seriously injured.

Discipline

BHS provided written report on increase in racial abuse, covered in Governance and Safeguarding.

Correspondence.

There was no correspondence appertaining to the meeting.

New Members

MD to investigate a Life membership application resident outside the County.

50:50 Draw

Nov-17	Value
S Knowles	£52.50
M Downs	£8.75
A Clarke	£8.75
PE Hughes	£8.75
D Welsh	£8.75

Date of next meeting:

Next Meeting: Monday 4th December 2017

Any other Business

1. KA – Touchline article on Adam Padgett, film of a day in his life produced.
2. DC – North meeting scheduled for 7th November.
3. MJW – questioned where we were with gaining sponsorship, PD advised that S Kohler had joined the team and was working towards gaining new sponsors.
4. SRB – had been contacted by J Dennison regarding WW1 memorials in 2018.

There being no further business the meeting closed at 9:00pm



Chairman Date

4th Dec 2017

Appendix 1

RDC Report to Lancashire RFU Management Board – meeting November 2017

Rugby Committee Matters:

A joint meeting of the Rugby Development Committee, Player Development Committee, Coaching Committee & Team Lancashire Committee will be held on 6th December 2017

PFR:

The 2017-18 PFR Quarter 1 review was held on 27th October 2017. We are on schedule and within budget.

Lancashire Academy:

Players exiting Sale Sharks academy development activities have been contacted by the Lancashire Academy and invited to participate in the Lancashire Academy and to have a personal mentor appointed. This is a result of good working relations between Sale and the Lancashire Academy. As well as individual mentoring the Academy has planned three evening development sessions in November, January and March. We also plan to provide some full day sessions in the off season – details to be confirmed.

The Academy will respond to a request submitted via the Lancashire website looking for support, guidance and help in running a course at HMP Prison Garth for prisoners. It is hoped to arrange a number of coaching, playing sessions within the establishment. This will be a great opportunity for Lancashire rugby and the prison to raise their profiles

Club Coach Mentor Scheme

Links with universities in Manchester, Liverpool and Lancaster continue to be developed. There was a temporary setback at Liverpool due to the University varsity coach preventing the Lancashire Academy delivering a session to a student union squad; this is in the process of being resolved.

Coaching and Medical Scholarships

During October an application for funding for the new ERCA Level 3 courses was approved. The applicant, a CB representative side coach, has begun the registration process.

In November two representative side physios will attend an RFU Immediate care in Sport Course – Level 2. Funding for this was approved in September

Representative Rugby 2017-18

The junior age grade male and female representative rugby programme is in place, fixtures and squad details have been announced on the website.

The Royals will play Cheshire Harvesters on 15th November at Sedgley park KO 7.30pm. Support from clubs and players has been very gratifying with over 70 nominations for trials. The proposed Boxing day fixture against the Anti Assassins is in the planning stage. Informal enquiries have been received from Yorkshire who, like Cheshire, appear likely to follow Lancashire's lead, and form a team to play us.

Risk Assessment

At the September Board meeting it was reported that George Glenn would raise with the RFU (Dave Stubbly) questions by Lancashire CB on risk assessment and liability for events and games arranged by or on behalf of Lancashire. The answer indicates that the CB is liable for everything in all cases; we are advised to appoint a risk assessor(s) asap. RFU training courses are available. We are advised to educate clubs in risk assessment and liability and we are also advised to have the RFU insurers attend our CB/Club meetings to present their road show on insurance and liability. Action from the CB is urgently required. For the information of Board members, the questions raised and the answers received are reproduced below.

Areas that we would like some clarity on are:

- Best Practice - in particular the degree of experience/competence of the person(s) delegated to assess the risk and manage the implementation of the event at both CB and club level.

Those performing risk assessments must have the necessary knowledge, skills and experience to ensure that those risk assessments performed are accurate, have meaningful results and meet current legal requirements. This will mean that some training is required for those involved in the task of risk assessment and there are a number of risk assessment training courses available which can be provided either in-house or at an external training centre. In practice, a team of people may need to be assembled to perform risk assessments. The RFU run basic risk assessment training on the Leadership Academy – A Practical Approach to Risk Assessment, that CB's can run locally at a cost. This is something hopefully we can support moving forwards (but still being discussed).

The Online Risk Assessment tool will help guide clubs through the risk assessment process and what to look for. <http://englandrugbyinsurance.co.uk/risk-assessment-tool> Training is ideal, particularly at a CB level for a range of clubs. Likewise, I'm sure Stefan will be happy to run the Leadership Academy course for CB's for the same fee. The idea of the online tool, however, is that it can be used by a volunteer committee member without any formal training being needed, so whilst this would be preferably and very useful, we would suggest it's not absolutely necessary.

- Risk Assessment requirements for both the CB and the host club

The person or organisation hiring the club is responsible for the activity they are undertaking at the venue. – see: <http://englandrugbyinsurance.co.uk/uploads/documents/englandrugbyinsurance/RFU-Risk-Management-for-Venue-Hire-v2.pdf> . The club would need to ensure the venue being used is fit for purpose – this would be covered by the club's risk assessment. If the CB is delivering the activity it needs to risk assess that delivery, and also has an obligation to make sure the venue it is using is fit for purpose (which it can do by sight of the club's risk assessment and then conducting a visual inspection)

- Public Liability and Insurance cover – particularly CB Insurance cover/requirements and when and if liability rests with the host club

The CB would need to be insured for the activity it is delivering, which would fall under the RFU corporate insurances. Depending on the cause of the injury and the allegation of blame, it may be that the claim would be brought against or involve the club, and the RFU clubs policy with RSA would respond

- The CB responsibilities and liabilities where the CB is asked to provide a ground and commission a number of games for the Divisional Age Grade Committee (inter CB Divisional Programme), particularly as nothing other than dates and KO times are provided by the Divisional Committee.

The organisation hiring the club is responsible for the activity they are undertaking at the venue, I would suggest this still applies. The comments relating to CB insurance are also still appropriate.

- What should the CB be doing to advise clubs on best practice for their own club games, festivals and events
 1. Promote RFU Insurances
 2. Promote RFU Health and Safety & risk assessment support resources & fact sheets including the Online Risk Assessment Tool due to be launched shortly – e.g. <http://www.englandrugbyinsurance.co.uk/uploads/documents/englandrugbyinsurance//RFU-Running-An-Event-v1.pdf>
Health & Safety – Need to update once RAT goes live: - <http://www.englandrugby.com/governance/legal-and-admin/health-and-safety/>
Risk Assessment - Need to update once RAT goes live: - <http://www.englandrugby.com/governance/legal-and-admin/risk-assessments/>
 3. Run A Practical Approach to Risk Assessment session for clubs
 4. Work with the RFU to offer further support as it develops in this area.

George this was sent out in the last community game update which may be useful to ask the CB if they want to get involved in running

Insurance update – invitation

Howden UK Group (formerly Perkins Slade) was appointed in July 2016 as insurance broker with responsibility for the clubs, coaches and referees insurance. In the last year we have developed the insurance and supporting services in a number of ways and would welcome the opportunity to meet with you and your local club representatives to explain what we do, what we arrange for the clubs and how we may be able to assist in future.

We would look to discuss topics such as:

- Public liability insurance – how clubs can be held responsible and what happens if a claim is made

- Personal accident insurance – catastrophic injury cover provided for all players and what additional cover can arranged to help support the loss of income for players injured for a short period
- Club activities – what a club is covered for, what it's not covered for, and best practice around arranging events
- Risk management - risk assessment and good practice, including practical assistance and demonstration of the online risk assessment tool

Subject to availability, we would be happy to attend one of your upcoming CB Club meetings and look forward to hearing from you to make arrangements. Please contact Andy Goulbourne via a.goulbourne@perkins-slade.com to arrange or Dave Stubley davestubley@rfu.com / 07736 722387