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## Special General Meeting

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**DATE:** 21<sup>st</sup> March 2018

**Venue:** Belgrave RFC

**Start Time:** 1900 hrs.

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### Minutes of the Special General Meeting held at Belgrave RFC – 21<sup>st</sup> March 2018

#### Present:

P. Harding, President Elect (Chair)  
S. Rice, Pres Elect  
P.A. Howard, RFU Council  
K. Whitcombe, Hon. Secretary  
M. Powell, Exec Committee  
R. Annis, Past President  
A. Wells, Past President  
Gail Bates, Exec Committee

H. Ginvert, Privileged Person  
K. Hick, Competitions  
S. Mounfield, MDOC Representative  
Tam Bream Women and Girls Chair  
Phil Smith, Schools  
Mark Elliott, LSRUR  
Caroline Miller, Leadership Academy  
Mentor

Ashby RFC  
Aylestone St James RFC  
Aylestone Athletic RFC  
Shepshed RFC  
Hinckley RFC  
Belgrave RFC  
Leicester Thursday RFC  
Syston RFC

Lutterworth RFC  
Quorn RFC  
Stoneygate RFC  
Oakham RFC  
Oadby Wyggs RFC  
Old Newtonians RFC  
South Leicester RFC

#### Apologies:

I.M. Roberts, Past President  
D. Coe, Past President  
K. Ball, Vice President  
P. Bayley, Privileged Person  
J. Thawley, Privileged Person  
G. Donnelly, Privileged Person  
K. Vivien, Market Bos RFC  
R.D. Foxon, Past President  
D. Toon, Management Committee  
K. Swift, Hon Treasurer  
A. Smith Oakham RFC

R. Green, Past President  
M. Ross, Past President  
Helen Wrighten, Exec Committee  
Wayne Wrighten, AGR Comps  
E. Gregory Past President  
P. Green, Chair Exec Committee  
Tom Kilburn, Women and Girls  
Jenna Bonser RDO  
S. Roughley, Cosby RFC  
N. White, Coalville RFC  
K. Palfryman, Past President

Pauline Harding chairing tonight's meeting opened with a minute's silence in respect of Mike Wilson, Past President and stalwart of the Leicestershire Rugby Union who had recently passed away.

## Agenda

### 1.0 Apologies for Absence:

1.1 Apologies for absence as above.

### 2.0 Minutes of the General Meeting dated 29<sup>th</sup> of November 2017

2.1 The minutes were proposed by Steve Rice and seconded by Andy Beevers. The membership agreed the minutes as a true and accurate record

### 3.0 Actions/Matters arising from the minutes of the 29<sup>th</sup> of November 2017

3.1 Matters arising from the minutes of the 29<sup>th</sup> of November 2017

	New/ Ongoing Actions	Responsible	Completion Date	Action Result/Outcome
1	Working Group to be formed regarding Discipline strategy	Chris Hayward		
2	Clubs to consider an independent club meeting with independent chair	Clubs		
3	WW1 Centenary Game (Coalville)	Steve Rice		

3.2 In relation to the Discipline Working Group this is ongoing. The membership is being finalised and the last 2 seasons discipline records are being researched to aid formulation of the strategy

3.3 The clubs were once again asked to consider an independent clubs meeting to discuss their wants and needs and to feed requirements into the executive committee

3.4 Planning in relation to the WW1 Centenary game has started. Jason Kennedy is looking to form a services team and clubs are being asked to identify ex services personnel for the union team

### 4.0 Election of the RFU Council Member

4.1 Peter Howard was nominated by Oadby Wyggestonian RFC and seconded by Quorn RFC. There were no other candidates.

4.2 Peter Howard was duly elected as the CB Representative to the RFU Council. Peter addressed the meeting where he discussed the constitutional changes in tenure of 1 2 3 6 and 9 years adopted by the RFU. A question was raised in respect of abandoning the annual election. No was the response the add in will now be that the membership will determine the term of office to a maximum of 9 years as appropriate.

### 5.0 GDPR (General Data Protection Regulation)

5.1 The Leicestershire Data Officer Gail Bates presented to the membership on the new Genera Data Protection Regulation being introduced in May 2018. It was noted that Gail is not an expert in this field, her role tonight is to raise awareness. The GDPR is there to protect players members and clubs when handling data.



5.2 GMS was discussed as our preferred platform – The system will need to be cleansed which promotes good housekeeping – It was discussed that there is no reason for people to retain hard data - registration forms etc once entered into GMS the form should be destroyed. Check that others are not holding information on their personal tablets

5.3 After a lengthy discussion in which many views were aired in relation carrying out an inventory of what we do, player registration, electronic match cards, opt in opt out, 13 year olds and the necessity to engage with them as to their preferences, the number of players in Leicestershire, players with allergies, and international ticket allocation the GDPR was summed up as needing a common sense approach to what seems to be a complex regulation, although we have been working with data protection since 1998.

5.4 The RFU have introduced a toolkit in relation to GDPR and there undoubtedly will be more information to follow

## **6.0 Planning Funding and Reporting**

6.1 In brief the Planning Funding and Reporting [PFR] is the structure used by the LRU to inform its objectives for each season. The membership was informed that the union receives 52K from the RFU in relation to core funding and approximately 22K in relation to representative rugby. The latter is probably only half of what we spend on our representative teams.

6.2 The hon sec reminded the membership that he has asked the membership each year in relation to what they would want to see the monies funding. The document has for several years become generic rather than being focussed and smart. The hon sec has actively encouraged the membership to hold an independent clubs meeting in which they should discuss their wants and needs

## **7.0 LRU Strategy Day**

7.1 A brief discussion took place in relation to the recent publication from the RFU “Game of our Lives” their strategic plan 2017 – 2021. The membership was made aware that the exec and operating committee were set to meet on Sunday the 25<sup>th</sup> to discuss the preparation of the LRU strategy

7.2 It was suggested that the LRU strategy would be closely aligned to the RFU but reflective of local needs and aligned to the 6 key drivers, Retaining & Developing Players, Recruiting New Players, Recruiting & Retaining High Quality Coaches, Volunteers & Referees, Effective & Efficient Facilities, Effective & Efficient Management and Governance, Integration with the Local Community. The latter should also be reflected in the PFR. A discussion took place regarding the latter and it was suggested that the CB should possibly introduce a framework for the clubs to follow that would allow them to make informed decisions regarding funding and strategic direction.

## **8.0 Written Reports – Exceptional Reporting**

8.1 Normally at this point chairs of our sub groups would stand and present their reports to the membership – That did not happen as we should in fact only deal with exceptional reporting matters.



8.2 Those members of sub groups present were asked if there was anything that they wished to report. Competitions reported briefly in relation to cry offs, Discipline reported on match official abuse which remains an remains an issue. Mark Elliott reported that the LSRUR are appointing younger match officials and are working with refs to improve quality, he reported that if we get it right then abuse drops - Barbara Crellin raised a question in relation to the reporting process in relation to the quality of refereeing should be both transparent and simple. The working group will look at as many aspects of abuse as possible to reduce the incidence.

## **9.0 Any Other Business**

9.1 In relation to the vacant Facilities and Funding chair Nick Langridge has been approached to take on that role.

9.2 Nick addressed the membership informing them that he had met with Pete Shaw and has ripped apart the RFU terms of reference and is in the process of a rewrite, which should be based on LRU strategies around ground, property and playing. Part of the role as viewed by Nick is to bid for money in the PFR but to do this successfully the F and F group will need to know what clubs want.

9.3 Nick in his role as hon sec at Lutterworth has gathered numerous contacts and a knowledge on funding streams, Nick suggested that there needed to be more contact with the clubs and invited the membership to use his knowledge for their own projects. There are funds out there and Nicks advice is don't wait for funds to appear, prepare a wish list from £500 to £500,000 as this prevents the waste of a week prepping when funds appear, if the funds are available to the first 5 applications, be among the first 5, jump on the band wagon and get in first.

9.4 Nick can be contacted at [facilities@leicestershirerugbyunion.co.uk](mailto:facilities@leicestershirerugbyunion.co.uk)

9.5 Richard Hickson added a note of caution to clubs who may have had their grounds valued. By law a second valuation needed to be completed within 5 years of the initial valuation. If not, clubs could face a penalty.

9.6 Steve Rice presented on the Leadership Academy details attached. The aim of the Leadership Academy is volunteer recruitment with a focus on those members who aspire to progress through their clubs. The LA is a busy programme running from November through to May. Candidates will be required to commit to 3 Sunday sessions in Corby and several evening sessions, importantly the course needs to be candidate led, what do they want. The success and failures of previous courses is being analysed and a strong team of mentors has been recruited. Caroline Miller, Barbara Crellin, Peter Howard, Pauline Harding and Jason Kennedy.

9.7 This season the LA is looking to recruit 16 candidates although the previous average has been 8 to 10. We are looking at a diverse mix of candidates – clubs will pay for the courses however the LA team are looking at monies from the PFR to enable clubs to claim some of the monies back when candidates complete the course

9.8 It was observed by John Brindley that clubs need people in clubs who are willing to take this opportunity, and clubs need to invite younger members on to their committees, in the main the latter is populated by an older membership who deal in the same old things. If clubs are to change then they need to change the membership of their committees or



they will remain static. And on money you could give a club all the money in the world and they would not know what to do with it

9.9 Clubs it was alluded to need to wake up as they seem to be sleep walking into issues that could ultimately destroy the grassroots game. Clubs need to look inwards and embark on a culture change.

9.10 There was a brief marketing and media discussion in which Gail Bates discussed recruit of members to become part time reporters and photographers to report on matches. We have employed the services of a student currently on a media course to look at developing a newsletter. Gail stressed that we are limited in our growth in our marketing and media as we are limited in personnel to drive forward the message and the brand.

9.11 A question was raised in relation to the LRU and Mitsubishi Awards, they were not for discussion at this SGM but will be discussed outside this meeting as there are changes to be made to the programmes. There is likely to be discussion at the strategy day which will be reported back to the membership

9.12 Pauline updated the meeting on the Canadian Women and Girls tour sides from the Ontario Highlanders who played the LRU at Mkt Bosworth recently. Pauline asked for it to be noted that Jenny Burrows who refereed both games played was excellent. It was a good evening enjoyed by all. The meeting was updated to the news that a Lutterworth player has been invited over to Canada to play

9.13 Pauline thanked Belgrave for hosting the meeting.

The SGM was closed at 2055hrs

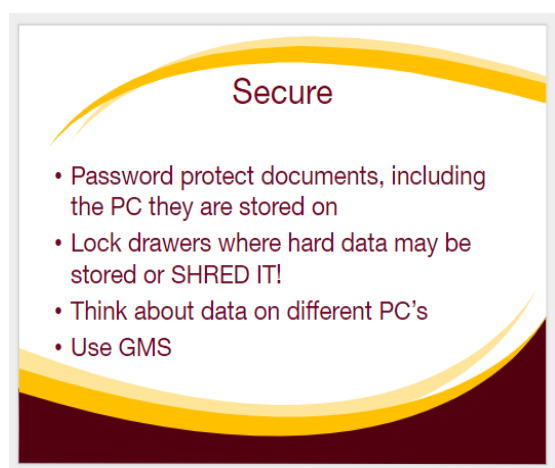
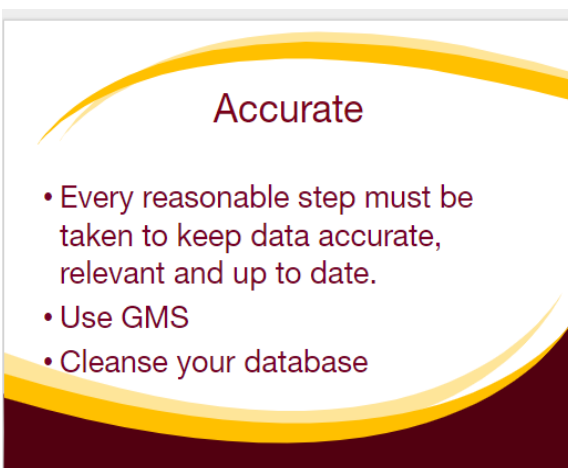
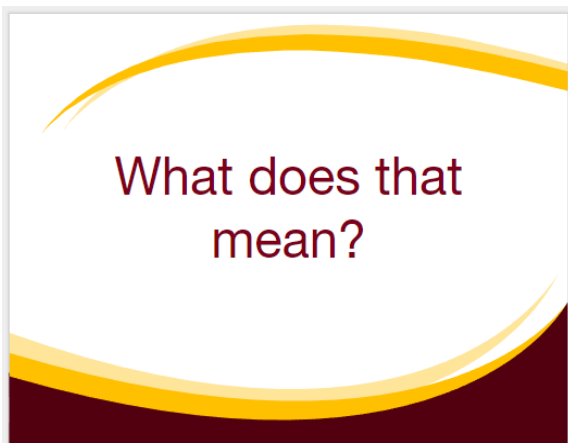
Signed

Date 03<sup>rd</sup> October 2018



### **Actions to Be Completed**

<b>New/ Ongoing Actions</b>		<b>Responsible</b>	<b>Completion Date</b>	<b>Action Result/Outcome</b>
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### What preparation do you need to do?

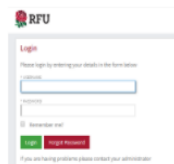
1. Appoint a Data Officer
2. Add Data Protection and GDPR to your next committee meeting agenda
3. Review what policies (if any) you already have in place.
4. Review how you currently manage your data.
5. Review who has access to your data both internally and externally.
6. Ensure anyone who currently has access to data is aware of GDPR and how it affects us all.
7. Ensure any contracts you have in place such as cloud storage, are GDPR compliant.

### GMS (Game Management System)



### Use it!

- It is a safe way to store data and is all in one place.
- It is password protected.
- Access can be limited.



### Help

[RFU Legal Helpline](#)  
0330 303 1877

[Information Commissioners Office \(ICO\)](#)

[England Rugby Website](#)

One last thing.....

I am not NOT an expert.  
And YOU are responsible for  
how YOUR data is managed.  
( maybe that's two things)



# LEADERSHIP ACADEMY



**"Leadership is a process by which a person influences others to accomplish an objective."**

The RFU Leadership Academy has been designed to give new or aspiring rugby leaders a solid foundation for their development with units covering a variety of topics from leadership styles, motivating teams to planning change.

The Academy facilitates networking opportunities to allow participants to share experiences and solutions on similar issues under the guidance of a mentor.

On completion of the Academy candidates become part of the Alumni where further development opportunities are offered.

Sign up at [englandrugby.com](http://englandrugby.com)

## DURATION & TIME COMMITMENT

The course runs over a rugby season.

Launch	November Evening	2.5 hours
Support & Challenge Group sessions	4-6 evenings throughout the season	10 hours
Mentoring Sessions	Throughout the season	5 hours
Understanding the Rugby Landscape and the Support available	December Evening	2 hours
Leadership Workshop	January Weekend Day	6 hours
A Practical Approach to Risk Assessments	February/March Evening	2 hours
Training Needs Analysis Workshop Day	March/April Weekend Day	6 Hours
Celebration & Review	May/June evening	3 hours
ILM Online Learning Resource	At candidates discretion	Optional

## ASSESSMENT

Candidates have to participate in 70% of the sessions to complete the Academy. There is no formal assessment. The Leadership Academy Manager in consultation with the candidates mentor assesses the level of participation.



### INSTITUTE OF LEADERSHIP & MANAGEMENT

ILM membership brings access to a wide range of online resources, news and information that have been specially selected to support management learning and development.

For further information contact your local Rugby Development Officer

TEAMWORK RESPECT ENJOYMENT DISCIPLINE SPORTSMANSHIP

Rugby Football Union. The RFU name and the words 'English Rugby' are official registered trade marks of the Rugby Football Union.



## Leadership Academy Candidate Identification Checklist

The most important criteria in selection are:

- an aspiration to take on a leadership role in the future
- the potential to develop Leadership skills
- a commitment to complete the programme

A potential leader should meet some (but probably not all) of the items on the checklist below:

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- Have a passion or a strong enthusiasm to lead their club/CB or referee society

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  - Have a clear idea where his or her club/CB or referee society is (or should be) going beyond this month or year.

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  - Able to communicate effectively and make communication a top priority.

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  - Able to make firm decisions and take actions while, at the same time, taking into account the needs and suggestions of others.

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  - Able to build and nurture a team.

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  - Create and manage plans, measuring results throughout.

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  - Shoulder the responsibility for success and failure (without casting blame)

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