



# **Cambourne Exiles Rugby Football Club**

## **Minutes of the Committee Meeting**

**16<sup>th</sup> July 2007**  
**7:15pm onwards, The Belfry, Cambourne.**

### **Apologies for Absence**

Received, in advance, from Pete Simpson (Fixtures Secretary).

### **Exec Committee Meeting (7:15pm)**

Attending: Mark Lisher (Chairman), Neil Ingham (Secretary), Mark Griffith (Treasurer)

### **End of Year Financial Statement**

**MG** presented the end-of-year accounts, outstanding from the recent AGM. The Club has £5889 in the account (£2233 of which is allocated from the Awards 4 All grant to pay for coaching). A full breakdown of the years of accounts can be found on the committee pages on [www.cambourneexiles.com](http://www.cambourneexiles.com) as an amendment to the minutes from the AGM.

In **MGs** forthcoming absence due to holiday, **NI** is to approach players / members with outstanding debts to the club to encourage settlement before the new season starts and will remind members of the change in subscriptions for next season, as agreed at the AGM.

**NI** is to approach Award 4 All to enquire about an extension of the funds available for coaching, given the unforeseeable delays experienced in launching the youth rugby.

### **To discuss and agree profiles for various club roles**

The committee agreed the need, in principle, of defined role profiles for the coaches and captains for the coming season. These provide a framework to ensure that coaches / captains and others within the club will work together and the committee recommends the role holders adhere to their profile.

### **A.O.B.**

Luke Green had contacted **NI** in advance of the meeting to explain a change in his situation with regard to coaching. The committee fully understand Luke's reasons for not being able to continue in his role as lead coach for the Exiles senior side(s) and wish him good luck and success as he pursues his professional coaching career with Royston RUFC. Luke remains committed to coaching youth rugby in Cambourne, on Wednesdays through the summer, and on Sundays during the season.

### **Exec Committee & Captain / Coaches (7:45pm)**

Present : Mark Lisher (Chairman), Neil Ingham (Secretary), Mark Griffith (Treasurer), Will Charter, Paul Greaves, Howard Smith, Darren Macey, Luke Green.

**LG** further elaborated his new role with Royston RUFC. It was agreed that Luke will not longer be directly involved in coaching the senior Exiles team, but will retain the roles of Club Coaching Coordinator and youth coach.

In the light of **LG** having to withdraw from senior coaching, **NI** impressed on **PG**, **DM** and **HS** the increased urgency for them to attend and successfully complete level 1 coaching and beyond.

### **Open Meeting (from 8pm)**

Present : Mark Lisher (Chairman), Neil Ingham (Secretary), Mark Griffith (Treasurer), Will Charter, Paul Greaves, Howard Smith, Darren Macey, Luke Green, Ben Yeats, Oliver o'Dea, David Hatrick, Bob Cox.

### **To gain a working agreement of roles and responsibilities**

**NI** described to those present the agreed roles for captain (and vice-captain) and coaches. These roles were modified slightly following input from members and are attached to the end of these minutes. The committee expect those members holding these critical roles to commit to their respective role profile.

### **Youth Rugby Update**

**DM** notified members that, following the recent launch meeting at the Hub, playing session for Youth Rugby will proceed on Wednesday evenings, from 6-7pm, throughout the summer holidays. Once the playing season starts, youth sessions will move to Sunday mornings, at a time to be confirmed. **DM** stated that the CRB checking process via Cambridge RUFC is making no progress and that he is to investigate other routes for this.

### **GoPlayRugby Campaign Update**

**NI**, **MG** and **LG** attended a recent meeting organised by Andrew Sarek, ECRU and hosted by Shelford RUFC. Further recruitment strategy was discussed and the GoPlayRugby "stash-packs" from the RFU were distributed to club reps present. **NI** will meet with GoPlayRugby campaign leader, David Wawick, in due course to plan Cambourne Exiles strategy for the campaign, and will investigate the options for printing Exiles information onto the vinyl banner supplied in the "stash-pack"

### **2007 Summer Tour Update**

**BY** reported that the club has paid a £100 deposit to attend the Southwold event, but that take-up of places by players so far has been very disappointing. Players interesting in attending the annual July Southwold beer & rugby fest, as well as the beach rugby weekend at Hunstanton in August, are encouraged to contact **BY** as soon as possible.

### **Sponsorship Update**

**HS** confirmed that Cambourne Vehicle Services has joined us as a major sponsor for next season. Discussions are continuing with Yim Wah House restaurant. It is hoped that The Monkfield Arms and The Red House will continue their association with the club. **HS** and **BY** are to seek further sponsorship.

### **Pre-Season Training**

**ML** recommended that training begin in earnest on Wednesday 18<sup>th</sup> July for the forthcoming season. It was agreed that **PG** will lead coaching for the senior squad, and again the importance of obtaining qualification in RFU-approved coaching at level 1 and above was stressed. **WC** encouraged all players to work on their personal fitness outside of training and to take a disciplined approach to training and playing on match days.

### **A.O.B.**

**DM** announced that on Saturday 18<sup>th</sup> August, in collaboration with the Cambourne Youth Partnership, the Rugby Club will co-host a "Kids Rugby World Cup". This will be a day of fun rugby for families, based around a world cup style knockout tournament, and will include a BBQ. Unfortunately, this event clashes with the Hunstanton Beach Rugby weekend, but those players not up for running around on the sand all day are strongly encouraged to support their club for the "Kids Rugby World Cup".

**PG** suggested we hold a series of post-match Theme-Nights throughout the season. **PG** should liaise with **BY** (social secretary) and **DW** (GoPlayRugby Leader) to coordinate events.

### **Next Meeting.**

Suggested date - Monday 3<sup>rd</sup> Sept, 7:00pm - The Belfry, Cambourne

Minutes for this meeting prepared by **NI** (23<sup>rd</sup> July 2007)

## **COACH – Cambourne Exiles RFC**

**Main purpose of role:** To be responsible for coaching, training and related activities within the Club.

**Actual duties involved:**

- To work together with Captain(s) to plan training sessions, team selection and match strategy.
- To liaise with players to ensure all necessary equipment for training is present and functional and to ensure all items are properly and tidily stored after training match.
- To attend training and matches, to allow direct assessment of player and team performance and match strategy.

**Liaison with:**

- Playing Committee, Captain(s), Players, Coaches

**The Post Holder will be responsible to:** The Executive committee, The Playing Committee

**Meeting to attend:**

- Playing Committee Meetings
- Executive Committee Meetings by request
- Annual General Meeting if appropriate
- Sub Committees by request

**Estimated time commitment:** On average 2 hours a week

**Term of role:** Appointed for 1 year, to retain the role for a maximum of 3 years.

**Benefits:** Associated expenses will be reimbursed from club funds as directed by the Treasurer

## **CAPTAIN / VICE-CAPTAIN – Cambourne Exiles RFC**

**Main purpose of role:** To be responsible for match-associated activities.

### **Actual duties involved:**

- To work together with Coaches to plan training sessions, team selection and match strategy.
- To coordinate with the Fixtures Secretary to allow confirmation of team availability with opposition clubs.
- To be the main key-holder for the MUGA facilities.
- To ensure facilities are opened on match days to receive players (home and visiting), match officials and supporters.
- To liaise with players to ensure all necessary equipment, kit and sponsors material (where appropriate) for matches are present and functional and to ensure all items are properly and tidily stored after a match. These duties may be delegated to players, but the Captain retains ultimately responsibility.
- To ensure club facilities are tidied, closed and locked at the end of match day activities

### **Liaison with:**

- Playing Committee, Players, Coaches

**The Post Holder will be responsible to:** The Executive committee, The Playing Committee

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