



Cambourne Exiles Rugby Football Club

Committee Meeting Minutes

16th January 2007
7:30pm, The Belfry

Present : Neil Ingham (Secretary), Pete Simpson (Fixtures Secretary), Howard Smith (Sponsorship Secretary)

Apologies. Will Charter (Chairman)

Review of Minutes of the last meeting

Minutes approved by all those present.

The agenda for this meeting was prepared by **NI**.

Update on Youth Rugby

NI has made contacts with Cambs RFU Youth Rugby reps (Richard Cowley and others) who are willing to help out the Exiles in any way possible. **Luke Green** is ready to go as far as coaching is concerned. **NI** will arrange a meeting with Samara Dawson and the fledgling “youth committee” to review progress.

Chairman’s Report

WC has nothing to report in his role as Chairman since the last meeting.

Secretary’s Report - Summary

- The floodlights from Predator! Rugby were delivered before Xmas 2006 and are now in use for training sessions on Wednesday evenings.
- The “Club Shop” is now open for business. See catalogue on website.
- A more detailed and defined Club Management structure is under development. This will be a fairly wide-reaching structure to cover the planned expansion of the club over the coming years. An early draft will soon be circulated to the committee for comments and suggestions.
- Andrew Sarek (Chair, Community Rugby) and Roger Pierson (Hon. Sec) from ECRU are visiting Cambourne Exiles RFC on Feb 3rd. It is **critically important** that we “roll out the red carpet” for this visit. Committee members should prepare pertinent questions to ask.
- Several players have expressed an interest to training as Coaches. Luke Green (already L2 trained) is to act as the Club Coaching Coordinator – Paul Greaves - Howard Smith - Ben Rickard. Ideally these players will commit to training both senior and junior divisions. **NI** will seek confirmation of this. Luke Green will arrange courses for those interested. There is a possibility of obtaining bursaries from ECRU to help train current club players as Rugby Coaches.

Treasurer's Report – Summary

MG reported the Clubs finances are looking healthy, with approaching £5000 in the account (although approximately half of this sum is ring-fenced for coaching costs). Players not currently paying their subs via DD are to be “encouraged” to make arrangement to pay their dues by **NI**.

Fixtures Secretary's Report – Summary

PS reported good feedback from opposition teams and referees attending games in Cambourne. The “tour” to Camborne in Cornwall remains a possibility, although it might be wise to postpone ‘till 2008 to leave more time for preparation.

Update from Sponsorship Secretary – Summary

HS reports limited success in obtaining income through sponsorship. Some companies may be able to commit to a deal when budgets become available. We need to make Sponsorship and Fund-Raising a particular focus over the coming months.

Disciplinary Procedures

An interim Disciplinary Procedure was approved.

Match Day Procedures

Over recent months it has become increasingly clear that there is an urgent need to formalize responsibility for various tasks that need to be completed week-in week-out to ensure the smooth running of matches, both home and away.

The committee has identified a list of tasks. Some tasks are naturally tied to certain people whereas some (eg. washing of match shirts) could be implemented on a roster system or on a voluntary basis. Each identified task has been designated a responsible person, who has the freedom to seek assistance in carrying out the task, but is ultimately responsible, to the club committee, for the timely completion of the task.

TASK	Designated Person
ALL GAMES	
• Confirm the scheduled opposition team is still available – arrange a replacement fixture if necessary.	Fixtures Secretary
• Email confirmation of the fixture to the club list, along with directions and/or map for away matches.	Fixtures Secretary
• Confirmation of player availability and notification (by email and / or phone) of meeting time and place.	Captain
• Match Shirts – Wash (home/laundrette) - Deliver to next match.	Captain
• Water Bottles – Wash out - Deliver to next match.	Captain

- First Aid Kit – Ensure kit is fully-stocked - Deliver to next match. Captain
- Practice Balls – retrieve from kit store before match, ensure balls are properly inflated to correct pressure, collect after match and return to the kit store for mid-week training session(s). Captain
- Before taking to the field, request a volunteer from players / spectators to provide a match report. Captain

HOME GAMES ONLY

In the week(s) before the game

- Book the pitch. Fixtures Secretary
- Send directions to the Opposition. Fixtures Secretary
- Check that the ref is still available. Fixtures Secretary
- Book the after-match food with The Monkfield Arms. Fixtures Secretary

On Match-Day

- Mark out the pitch. Groundsman
- Arrive early to open up the changing rooms. Captain
- Welcome the opposition and referee, direct to changing rooms. Captain
- Installation of post-protectors, flags and advertising banners around the pitch well in advance of kick-off. Captain
- Match Balls (min 4) – ensure all are properly inflated. Captain
- Collection of all equipment after the game and return to the kit store. Captain
- Ensure that both changing rooms are tidied and locked. Captain

A.O.B.

- **2006 Tour T-Shirts**

NI and **WC** to liaise to ensure collection of Tour T-Shirt revenue from players

Next Meeting

Date for Next Committee Meeting – Tuesday 27th February, 2007