



ACTRRA Monthly Committee Meeting Minutes

1930hrs, 08 April 2014, RUC, Barton, ACT

Attendees:

ACTRRA Committee	Coaching, Grading and Appointments Committee	Apologies
Robert Boyes (RB)	Anne Nelson (AN)	Scott Izod (SI)
Sarah Corrigan (SC)	Jeff Stone (JS)	Charl Cromhout (CC)
Geoff Palmer (GP)		Brett Bowden (BB)
		Robert Nelson (RN)

1 Introductions & Apologies

Meeting commenced: 1930hrs

- All welcomed to the ACTRRA Monthly Committee Meeting. Apologies as listed above.

2 Under 19 Coordinator Report (JS)

i. Junior Pre-Season Seminar Sun 27 Apr 2014.

- JS** advised the meeting that the Junior Pre-Season Seminar would be held at Marist and the format would be similar Agenda to last year's seminar. Agenda topics:
 - Abuse Protocol
 - Expectations
 - Appointment Process
 - Caitlin Ryan** up to U13s
 - JS** U14s & above
 - Finals Appointments Policy
 - U12 & below incentive & commitment
 - U13 & above best refs
 - Scholarship status does not guarantee a final
 - Pathway Laws
 - New Laws & Scrum Engagement
 - Red & Yellow Cards Protocols
 - Presentation to be on Website after seminar
- JS** will look for more mentors and Ref Coaches through Caitlin. Also canvas membership for development ideas..
- JS & CC** will appoint last year's U8 & U9 refs to U10 & U11 matches to test for their grading in the first few rounds.
- JS** in Sydney on Round 1 weekend.



~~Action: Nil~~

43 ACTJRU Liaison Officer

- AN reported on the latest ACTJRU meeting and a summary is attached as per her email of date at Attachment C ..She also Tabled a Financial Statement of the ACTJRU as of 31 March 2014 at Attachment C

54 Meeting Minutes.

- Previous meeting minutes of March 2014 were reviewed and a motion moved by GP and seconded by RB was carried unanimously to accept the Minutes as an accurate record of the business discussed.

~~Action: Nil~~

75 Outstanding Action Items

- The Action Items from the previous meeting minutes were reviewed and amended as per Attachment A.

~~Action: Nil~~

96 Secretary's Report

i. Correspondence

- Routine correspondence in accordance with business as usual.
- Marist College required an Indemnity Insurance Statement for their Facility Use Agreement for the Junior Pre-Season seminar. For reference it is at Attachment D

~~Action: GP to forward ARU Indemnity Insurance Certificate of Currency to Marist College.~~

117 Treasurer's Report

i. Financial Position

- As per Attachments B.

ii. Annual Subscriptipons

- RB spoke about the possibility of not collecting Members Subscriptions (Subs) with the receipt of a \$3k sponsorship.
- ~~May eC~~Collect Subs anyhow and give out a free Polo Shirt. ~~To be decided.~~

~~Action: Nil.~~



~~138~~ Vice President's Report

i. Referee Support Request from Milton

- RN submitted a written report by proxy through AN and attached as Attachment E.

~~Action: For RB; RN to be added to the Red and Yellow Card report Distribution List.~~

~~159~~ President's Report

i. Uniforms

- RB discussed the Off Field uniforms and provided samples which were well received by the Executive.
- On Field uniforms will need the jersey to have a sponsor patch added to last year's jersey. Organised through Brumbies
- Tracksuits are preferred to be water proof
- RB to canvas polo shirt colours amongst Executive

~~Action: RB to canvas polo shirt colours amongst Executive.~~

~~iii.ii.~~ Brumbies Corporate Box

- RB discussed the best use of the Brumbies Corporate Boxx provided to the Rugby Community by the Brumbies..
- General consensus was to either sell for \$1k or Auction, both with a \$500 catering package leaving at least \$500 profit. To be decided

~~Action: Nil~~

~~v.iii.~~ General Discussion Items

- Nil

~~1610~~ Business on Notice

- Nil

~~Action: Nil.~~

~~1811~~ Other Business

- Nil

~~Action: Nil~~



2012Next Meeting

- The next ACTRRA Monthly Committee Meeting is scheduled for **1930hrs 13 May 2014**, at the **RUC, Barton, ACT**.

Meeting closed: 2045hrs.

I certify that these minutes have been recorded to the best of my ability and reflect a true account of the business discussed.

Geoff Palmer JP

Assistant Secretary
ACTRRA
ACT JP #2420



Attachment A – Outstanding Action Items

Date	Issue	Action Required	Who
10 Dec 2013	ACTRRA Training Venue for 2014 Season	RB to approach CGS for use of Flinders Park and CGS Gym. Keep open until post daylight saving venue decided	RB
11 Feb 14	Management of inbound and outbound exchanges	RB and RN to organise inbound and outbound exchanges respectively.	RB & RN
11 Feb 14	2014 Presentation Venue	GP to approach SC to arrange the National Press Club	GP
11 Mar 14	Appointment of new Assistant Secretary	RB to call for nominations to appoint new Asst Secretary and consult the Executive to ratify final selection.	RB
11 Mar 14	Junior Seminar	CC and JS to organise Junior Seminar	CC & JS
11 Mar 14	Google Drop Box for records management and easy access.	RN to set up experimental Google Drop Box	RN

Closed Action Items from last meeting

Opened	Closed	Issue	Action Required	Comments
11 Feb 14	08 Apr 14	Introduction of Subscriptions _____;	GP to include as GM Agenda Item	Done by GP
11 Feb 14	08 Apr 14	2014 Presentation Venue—	GP to approach SC to arrange the National Press Club	Done by SC
11 Mar 14	08 Apr 14	Framed Brumbies Jumper for fundraising. _____	GP to draft letter requesting a framed and signed 2104 Brumbies jumper	Done by GP
11 Mar 14	08 Apr 14	Referee list for U19 Coordinators	GP to forward latest My Rugby 2014 Referee Registration List to CC	Done by GP
11 Mar 14	08 Apr 14	Use of RMC/ADFA Gym for Tuesday night training _____	CC to request use of RMC/ADFA Gymnasium for Tuesday night Training	Done by CC. RMC regret that the facility has an ongoing booking
11 Mar 14	08 Apr 14	Google Drop Box for records management and easy access. _____	RN to set up experimental Google Drop Box	Done by RN
11 Feb 14	08 Apr 14	2014 Presentation Venue—	GP to approach SC to arrange the National Press Club	Done by SC



Attachment B – Treasurer's Report March 2014



Attachment C – ACTJRU Liaison Officer

From: Anne Nelson [<mailto:anne.nelson@internode.on.net>]

Sent: Monday, 7 April 2014 12:24 PM

To: Rob Boyes; Robert W.W. Nelson; Geoff Palmer; Sarah Corrigan; Jeff Stone; Charl Cromhout; Mark Snow; Caitlin Ryan

Subject: April JRU Meeting Overview

Hi all

As usual just an overview of the JRU meeting for this month.

Both Martin Sullivan and Peter Griffiths were absent, and there weren't many items of business.

The meeting ended with a lengthy and heated exchange from one of the Royals delegates. The topic was 'participation status'. PS had been implemented last year on a trial basis, which permitted a small number of individual players to play down in age. However, the Secretary informed delegates that the trial had been a mistake, and therefore would not be continuing in 2014. The two players, whose names were raised by the Royals delegate, would not be granted dispensation in 2014.

Items of Business:

- * Treasurer presented delegates with the ACTJRU's October 2013 to March 2014 Profit & Loss sheet. (TOTAL EQUITY - \$106,816.95)
- * Junior team numbers for 2014, are down by 10 compared to 2013 and 20 compared to 2012.
- * After round 7 there will be a redraw of teams based on performances to date.
- * Any questions for the JRU Secretary are to be directed through the club/school/association JRU delegate.
- * Junior Gold Cup competition very successful (U15's narrowly beaten by Victoria).
- * 8 ACT players selected for the U20's team, and 6 chosen for the preliminary National squad.
- * 14 coaches attended the level 2 coach's course.
- * A part time female employee has been appointed to the Brumbies office until November to drive female participation, particularly for 7's.
- * See Brumbies website for development newsletter regarding mid week competitions, visits by Brumbies players/Brumbies Jack & coaching clinics etc.
- * Rep trial matches commence [Sunday 4th May](#).



* Yass gala day [21st June](#).

* A range of requests sent to Secretary to allow players to play down in age-group - 'flood gates opened'. Secretary decided no dispensation will be given, with the exception for 'developmental status' (Royals delegate left meeting early, dissatisfied with discussions.)

* It was proposed that codified rules and regulations be established for 'participation status', removing the current status of sole 'Secretary's discretion'.

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Presentation of ACTRRA's Items of Business:

* Question - Will Div 2 winners be promoted to Div 1? Response - It will depend on nominations.

* Request delegates promote up-coming AR/TJ and Kids Rugby courses.

* ACTRRA numbers yet to be confirmed; currently down on previous years. Association will do its best to appoint referees to all games, but lower referee numbers will impact. First couple of rounds used to fine tune appointments, and thus some referees will be appointed to higher grades to assess abilities.

* New scrum calls, and referee requirements at scrum discussed in detail.

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I am hoping to be able to get to the executive meeting tomorrow night, but woke up this morning not feeling well, so probably won't be able to confirm. Will represent Robert if I am able to make it, with Rob's prior approval.

Happy to take any questions, either at the meeting or through e-mails etc.

Cheers

Anne

Sent from my iPad



Attachment D – Indemnity Insurance Certificate of Currency



27 Mar 2014

QBE Insurance (Australia) Limited
ABN 78 003 191 035
85 Harrington Street
Sydney NSW 2000
Australia
Postal Address
GPO Box 4108
Sydney NSW 2001
Telephone: (02) 9375 4444
Facsimile: (02) 8275 9711

CERTIFICATE OF CURRENCY

TO WHOM IT MAY CONCERN,

We hereby certify that the following policy is effective with us in accordance with the details shown below.

This certificate is correct at the time of preparation and issued as a matter of information only. This certificate does not amend, extend or alter the coverage afforded by the policy below.

CLASS OF INSURANCE: *Sports public and Products Liability Insurance*

INSURED: *Australian Rugby union Limited and its members and affiliate members, including members clubs and associations of the various State members.
Including: Western District JRU*

PERIOD OF INSURANCE: *From - 1st March 2014 To - 1st March 2015*

**COVERING:
(SUMMARY ONLY)** *Insured's Legal Liability for personal injury or property damage as per policy*

SITUATION: *Anywhere in World excluding USA and Canada*

SUM INSURED: *Public Liability - \$20,000,000 Any one Occurance
Products Liability - \$20,000,000 Any one Period of Insurance*

POLICY NO: *18 1128553 SAI*

Yours faithfully

For and on behalf of
QBE Insurance (Australia) Limited:



Attachment E – Vice President's Report

From: Robert WW Nelson [mailto:rwwn@internode.on.net]

Sent: Monday, 7 April 2014 12:24 PM

To: Geoff Palmer; rboyas@2easy.com.au; Sarah Duncan

Cc: Anne Nelson; rwwnelson@gmail.com

Subject: VP's Report- Executive Meeting, 8 Apr 14

Hi All

Herewith my report for the April ACTRRA Executive meeting. My apologies to all for being unable to attend, however work commitments have over-ruled my original plans.

Two items to report on, and one follow-up item from the last executive meeting;

First report item: Centralised file storage for past and present ACTRRA documents.

By now you should all have read my proposal for how ACTRRA should progress this item. My recommendation is that we go down the path of Google Drive. I will leave Rob to confirm the account name and password. My proposal document had some brief guidelines on how the system operates, and how we should manage it into the future. Again, I am available to answer any questions as to how it operates, and help solve any access problems. In the meantime, if there are any questions at the Executive meeting, I am sure that Rob can answer them.

Second report item:

Referee Exchange/ Interchange program 2014

The referee exchange program for 2014 has us sending members to Canterbury, and South Canterbury, and accepting incoming personnel from Waikato and North Harbour.

Outgoing;

This year, because of finances together with lack of suitable candidates, we have restricted the outgoing numbers to just two referees total, with no referee coaches travelling. Our nominees to travel are Reece Henshaw to Canterbury, and James Morris to South Canterbury. The travel dates are 23 May- 1 Jun for Canterbury, and 30 May – 6 Jun for South Canterbury. Flight details are;

Reece Henshaw –

23 May 2014	CBR – SYD	QF 562	1655 - 1745
	SYD – CHC	QF 139	1845 – 2350
1 Jun 2014	CHC – SYD	QF 138	0630 – 0755
	SYD – CBR	QF 1471	0940 – 1035

James Morris

30 May 2014	CBR – SYD	QF 562	1655 - 1745
	SYD – CHC	QF 139	1845 – 2350
8 Jun 2014	CHC – SYD	QF 138	0630 – 0755
	SYD – CBR	QF 1419	1125 – 1220



Final costing's will be around \$475.47 (Reece) + \$460.47, making a total of \$935.94. This does not however include any credit card fee which we may incur. I am awaiting confirmation from QF as to when and how we should pay it. **Sarah**- I will put it onto my credit card and advise you of the final figure.

I have forwarded travel details to Lyndon McKendry (Canterbury) and Colin Hawke (South Canterbury). Both are yet to get back to me with ground travel arrangements for Reece and James.

I still have to send a précis of Reece and James to Canterbury and South Canterbury.

Incoming;

These arrangements have been significantly more difficult. North Harbour is dragging the chain quite a bit. Of all the email contacts which I tried, I eventually received a reply from the President (poor old President's end up doing everything, don't they Rob!!) saying that he had on forwarded my request to the personnel responsible. Two weeks later, still no reply to my contact, so another email to the president, which eventually elicited a one paragraph reply from North Harbour (Chris Farrington) saying that they would be looking at the "Interchange" this week at their exec meeting. Nothing more heard as yet. I will follow through with another email to them mid this week.

As for Waikato- After a number of emails from me to Waikato Referees, they (Wayne Booten) did eventually reply saying that they are looking at the interchange program details that week (email was 24 Mar). I still haven't heard from them, so will also do a follow-up email to him this week.

Do we have any preferred dates for the inbound exchange? As they are both dragging the chain, I feel that we need to have all the ducks in a row for when they finally get going so that we can guide the process from here.

First follow-up item;

As per our discussion at the last Executive meeting relating to the role of the Vice-President as the investigator of any complaints about referees, have the appropriate people been notified to copy the VP into any red card reports (junior and senior)?

That's about all for my report. I will be back in country on 16th Apr, but I am available via email and sms in the meantime.

Cheers,

Rob