

# AYLESBURY RUGBY FOOTBALL CLUB LTD

Minutes of Club Executive Committee Meeting held at the Club on 28<sup>th</sup> August 2019.

**PRESENT:** Paul Milham (Chair), D Spence, P. Andrews, L. Isom, D. Payne, A. Moore, R. Lawrance, Claire Umpleby-Turner

**APOLOGIES:** G. Evans

**ABSENT:**

**MINUTES OF PREVIOUS MEETING:** Minutes of previous meeting accepted.

1.	<b>EXPENDITURE APPROVAL.</b>	
2.	<b>100 CLUB ACCOUNTS.</b> August accounts approved. August results: First Prize £100.00 Michael Hogg; Second Prize £75.00 Justin Seeley; Third Prize £50.00 Tim Cooper.	

## NEW MATTERS FROM THE CHAIRMAN:

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## HON SECRETARY:

1.	Various correspondence was reviewed.	
2.	Club Diary was reviewed	

**HON TREASURER & FINANCE:** See attached balances

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## RUGBY:

1.	<p><u>Men's</u> The 1st XV finished off pre-season with a loss to Olney but a win against Hemel Hempstead, a team that finished level with Aylesbury in the equivalent London league last year. They then got off to a winning start against Shipston-on-Stour 25-15 in the opening league game of the year. The 2nd XV managed a win against Olney in their only pre-season fixture, but lost away to a strong Windsor side on the opening weekend. The 3rd XV won their league opener against Gosford-all-Blacks. It was particularly pleasing to see excellent availability for the first league weekend, with 58 players selected in match day squads including a full complement of fat lads (front row). This is credit to some of the work being done during the back-to-rugby sessions as well as in the senior training.</p> <p><u>Women's</u> We continue to have an amazing women's representation that turn out to training and our matches to date - on average 24 - 26 players. The women's intrinsic drive and motivation to achieve, individually and as part of a strong developing team, ensures that we have had consistent numbers for all training sessions and more than enough players and subs for all matches to date, to allow for resilience throughout the match time.</p> <p>Training sessions are more focused on game understanding and core skills for individual playing role development and how this interfaces into the team play structure. Coaching remains empowering and strong, with a positive approach towards self reflection for development. Continue constructive use of video feedback on personal and team learnings and developments.</p> <p>There have been many benefits of training session with both the Women the U18's Sections - U18's ideas and game understanding promotes their own feedback in terms of consolidating their knowledge, but also is invaluable in feeding forward to support the women to develop further understanding of game plays, communication on the field, and creativity in play.</p> <p>The coaching team continues with the approach of player lead self reflection on how they feel they are developing. Coaches are introducing this approach with the U18's to facilitate their own intrinsic development of game play and knowledge. Introduced the lessons learned from the Wasps DPP scheme and players self reflection within the Wasp DPP (Developing Player Pathway) scheme, and applying these to our women's senior team and soon to roll this out across the U18's sections. Ralph has introduced a 12 week coaching plan across the women's and girl's sections,</p>	
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that also allows and empowers the lesser experienced coaches to take a lead in sessions, with constructive support, allowing them to become more creative in their session delivery.

Tim Holmes continues to provide support to the coaching for specific interventions, and we have had sessional support from the RAF Men's 1st XV Head Coach covering Ralph's time off, with a view to him becoming a regular guest coach within the coaching structure.

First home match, against Stockwood Park, proved challenging but gave the women an opportunity to start their 'on pitch' experience. We worked hard in defence, with some experiential learning to work on.

First League Match was a great win against Reading RAMS! With the initial worries of another loss with our more experienced players missing, and the gamble to mix up playing positions, the women all stepped up to the mark with no room to hide! We have our first league match and first win under our belts, with positives and learnings to take us into our next friendly with Fullers and then to our next League game with Wycombe Belles on 6th October.

We are very thankful for the support that the club has provided to the Girl's Sections, and also to the new and upcoming Women's 1st XV to date, with regard to temporary kit loans from across the sections. Further information on any possible financial support for equipment costs to start up the resources for the team would be gratefully received, with input and direction from the Coaching Team with regard to need.

It would be good to unite the Executive representation further, with the Women and Girl's Sections under one governance within the Executive from the Women's Representative, to allow a smooth transition with continuity between the juniors and seniors sections. This move would aim to ensure that female rugby has channelled and directed vision and voice from a single source of representation, with backing from a collaborative Coaching Team with from within the club. Colts The Colts put in an excellent performance against Hemel Hempstead during the club season opener, winning the game comfortably and 30 players in the squad. In their first league game against Bicester they came away 31-5 winners. Better still 33 players all got half a game

#### News

Whole club season opener:

Overall a great day, thanks to all the volunteers that supported and made it happen.

Results wise Hemel won 4 and Aylesbury won 3 of the games so room for improvement next year!

Wonderful to see #oneclub embodied during the day with senior players acting as hydration technicians and offering their support to the junior teams throughout the day.

U16s also won their first game of the season comfortably (41-5) against Amersham & Chiltern.

### GROUNDS & PREMISES:

1.	Gym build making excellent progress – on plan and within budget.	GE
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### YOUTH:

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### CLUBHOUSE:

1.	Monthly Bar takings: July £17,067.96. Monthly Kitchen Takings: £1,069.80	
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### COMMUNICATIONS:

1.	Key communication stats:																									
	Website																									
	<table border="1"> <thead> <tr> <th>Metric</th> <th>This month</th> <th>Previous month</th> </tr> </thead> <tbody> <tr> <td>Users</td> <td>885</td> <td>607</td> </tr> <tr> <td>Sessions</td> <td>1,300</td> <td>832</td> </tr> <tr> <td>Page views</td> <td>4,600</td> <td>3,100</td> </tr> <tr> <td>Pages/sessions</td> <td>3.67</td> <td>3.72</td> </tr> <tr> <td>Bounce rate</td> <td>40%</td> <td>40.5%</td> </tr> <tr> <td>Mobile/desktop/tablet</td> <td>51%/39%/10%</td> <td>50%/38%/12%</td> </tr> <tr> <td>Average session duration</td> <td>00:51</td> <td>00:46</td> </tr> </tbody> </table>	Metric	This month	Previous month	Users	885	607	Sessions	1,300	832	Page views	4,600	3,100	Pages/sessions	3.67	3.72	Bounce rate	40%	40.5%	Mobile/desktop/tablet	51%/39%/10%	50%/38%/12%	Average session duration	00:51	00:46	
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	Facebook																									
	Aylesbury RFC: 2,542 page likes – up 17 from August report.																									

	Aylesbury Women & Girls Rugby: 262 page likes – up 19 from August report.	
	Twitter	
	@AylesburyRFC = 2,474 followers – up 3 from August report.	
	@ARFCWomenGirls = 52 followers – no change from August report.	
	@ARFC1stXV = 382 followers – up 1 from August report.	
	@ARFC2ndXV = 260 followers – up 2 from August report.	
	@ARFC3rdXV = 156 followers – up 7 from August report.	
	@ARFCColts = 103 followers – up 3 from August report.	
	Instagram	
	@AylesburyRFC: 1,378 followers – up 16 from August report.	
	@ARFCWomenandGirls: 516 followers – up 31 from August report.	

**MEMBERSHIP:**

1.	See attached report	
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**A.O.B.**

1.	<p>Investigate options for Gym. Make a proposal.</p> <p>20/11/17 – Possibility of building out at back of the Club. Paul to get plans. We have some temporary building options.</p> <p>11/12/17 – Temporary building quotations obtained. Waiting for build estimates.</p> <p>22/01/18 – Waiting for alternative quotations</p> <p>19/02/18 – Quotes still coming in. Following quotes there will be a discussion to be had about how we proceed. Paul was chasing up architect re planning application.</p> <p>26/03/18 – WIP</p> <p>26/04/18 – Application for Planning now registered as follows: Status "Pending Consideration. We should know in next few weeks. We have quotes also so maybe we should get a few things sorted so we can progress build when Planning is confirmed.</p> <ul style="list-style-type: none"> <li>- Contact bank re our loan position in regard to what we could have available for this project.</li> <li>- Set up an Exec meeting (New committee after AGM) to decide on who we appoint to do the work, how we manage the work and how it will be funded. Start/Completion date, etc.</li> </ul> <p>18/06/18 – Planning approval given. Funding now a priority</p> <p>23/07/18 – C/O</p> <p>20/08/18 – Building regulations need to be established. Gerald to follow up.</p> <p>18/09/18 – Regs and engineering report to be established</p> <p>22/10/18 – Work continuing.</p> <p>22/11/18 – Architect and structural engineers have completed their drawings and report. Invoices have been sent to club. Building Regs application has been submitted by architect to AVDC Building Control. Council will probably send their bill to us direct in due course.</p> <p>17/12/18 – Need to issue Tender document - Discussion and agreement on how we handle this process</p> <p>28/01/19 – Met with bank. A loan would be available. Tenders to be issued in February.</p> <p>25/02/19 – Still awaiting Building Control go ahead from AVDC. If no response in next 2 weeks I will follow up with phone call as we are keen to get tender out.</p> <p>25/03/19 – Tender documents to go out</p> <p>23/04/19 – All building/planning regs approved. Tenders will go out this week.</p> <p>13/05/19 – Tenders back this week</p> <p>24/06/19 – Builders engaged – Club members. Work to start on 1 July.</p> <p>17/07/19 – Build underway. Bank loan approved and set-up. Very exciting!</p> <p>28/08/19 – Roof to go on next. Second loan instalment from bank secured.</p> <p>16/09/19 – Going really well</p>	<p><b>GE</b></p> <p><b>GE</b></p> <p><b>PM</b></p> <p><b>DS/GE</b></p> <p><b>GE</b></p>
2.	<p>Accreditation Scheme.</p> <p>Gerald to liaise with Simon and Tim Holmes</p> <p>11/12/17 – Will meet early in 2018</p> <p>22/01/18 – Meeting with TH scheduled for next week.</p> <p>19/02/18 – Met with TH and completed most sections of the Accreditation Report. It's largely focused on what new goals we have for the coming year. Further information needed from Youth and Rugby Directors. TH has emailed them. Will follow up but should have no problems in completing and obtaining Accreditation acceptance.</p> <p>26/03/18 – Ongoing</p> <p>26/04/18 – Have set up a further meeting with TH to resolve outstanding points. Will need Chair of Rugby/Youth and Chairman to attend if possible.</p> <p>18/06/18 – C/O</p> <p>23/07/18 – C/O</p> <p>20/08/18 – C/O</p> <p>18/09/18 – Chasing Tim</p> <p>22/10/18 – Date in diary to complete – 20 December</p> <p>22/11/18 – This is not due until End of January 2019. Preliminary discussion meeting to start to prepare docs arranged with stakeholders 20th December 2018.</p>	<p><b>GE</b></p>

	<p>17/12/18 – 2018/19 Accreditation completed. Meeting schedules for Thursday 20th Dec to start preparation of 2019/20 Accreditation document.</p> <p>28/01/19 – Met with Tim. All in hand. DS to arrange meeting to go through this and the 5 year plan.</p> <p>25/02/19 – this is a joint effort and moving nicely with Dept heads giving input.</p> <p>25/03/19 – Ongoing</p> <p>23/04/19 – In hand</p> <p>13/05/19 – Ongoing</p> <p>24/06/19 – Still work in progress. I have almost completed the RFU form and will share it with the Exec later so they can help me complete the missing statements.</p> <p>17/07/19 – WIP</p> <p>28/08/19 – Draft ready for review</p> <p>16/09/19 –</p>	
3.	<p>Coaches clothing – Paul A. to propose.</p> <p>22/10/18 – C/O</p> <p>22/11/18 – C/O</p> <p>17/12/18 – C/O</p> <p>28/01/19 – C/O</p> <p>25/02/19 – End of season revisit.</p> <p>23/04/19 – C/O</p> <p>13/05/19 – C/O</p> <p>24/06/19 – Looking for sponsor</p> <p>17/07/19 – Kit identified; still looking for Sponsor</p> <p>28/08/19 – C/O</p> <p>16/09/19 – C/O</p>	<b>PA</b>
4.	<p>Look at lights for training ground – more lights? Brighter. A lot more training going on during the week.</p> <p>23/04/19 – AGP servicing company – will look at our lights when they look at the AGP lights.</p> <p>13/05/19 – C/O</p> <p>24/06/19 – Light company will be visiting.</p> <p>17/07/19 – C/O</p> <p>28/08/19 – Will chase.</p> <p>16/09/19 – C/O</p>	<b>PM</b>
5.	<p>Agreed to Plant-a-tree scheme. Details TBC.</p> <p>23/04/19 – Grant applied for.</p> <p>13/05/19 – Ongoing.</p> <p>24/06/19 – Laura has a meeting this week with Wendover Wood to get ideas and prices for acknowledging sponsors. Suggested price £50 per tree, allows for different tree prices and tag with name on etc. Planting would be in November. Planting Plan, to be agreed; Suggested Flowering cherries on bank by the new car park? Plant trees within hedge at back of new area. Once fire removed, line of trees in that corner.</p> <p>17/07/19 – Will get note out to membership. And promote.</p> <p>28/08/19 – Good progress.</p> <p>16/09/19 – Sponsor's tree with Rugby ball leaves being delivered this week. Real trees to be ordered.</p>	<b>LI</b>
6.	<p>Concern about trees near stand. Tree surgeon to be engaged to advise.</p> <p>17/07/19 – WIP</p> <p>28/08/19 – WIP</p> <p>16/09/19 – C/O</p>	<b>PM</b>
7.	<p>Investigate player insurance.</p> <p>28/08/19 – Nothing very good out there. Richard to look at private insurance options. Will set up a briefing meeting.</p> <p>16/09/19 – WIP</p>	<b>RL/AM</b>
8.	<p>Looking at new doors. Quote to be obtained.</p> <p>And redecorating.</p> <p>16/09/19 – Part of Gym development. Quotes obtained.</p>	<b>PM</b>
9.	<p>Trialling a physio for the threes. Until Christmas. So will have cover for all senior teams; men, women and colts.</p>	

There being no further business the meeting closed at 9:00pm. The next meeting will be on Monday 21<sup>st</sup> **October 2019** 7:30pm at the Club.

P. Milham .....  
**CHAIRMAN** 21<sup>st</sup> October 2019

Date: 16/09/2019

Aylesbury Rugby Football Club Limited  
Account Balances

Trading Account 9165	£42,352.26
Club Account 9749	£22,859.28
Savings Account 9757	£16,144.50
Account 9803	£800.15
Account 3131	£4,989.58
Trust Account	£13,098.00
<b>Total:</b>	<b>£100,243.77</b>
Loan Account	-£53,200.00

# MEMBERSHIP UPDATE 15/9/19

## SUMMARY

- It has been very busy; this is great because we collected more memberships more quickly than ever before
- Initial focus has been on collecting memberships with 713 members accounted for (some paid, some unpaid)
- Next will be membership cards followed quickly by GMS updates, although a few of the membership categories are not working as they should so have been flagged to GMS helpdesk
- Additional manual record means for the first time we will properly be able to assess how many additional children there are and what they are paying, with a view to reviewing the cost again next year more in line with actual cost of providing rugby for them

## CHALLENGES

- Getting some age group managers on board with chasing their parents
- Senior and VP payments being received without forms, meaning hard to tie up unless I know who they are!
- Challenges with credit card machines not working and membership / till system still not functioning as required to update membership
- Usual people moaning who want everything for free!
- We may get some pressure from RFU for not asking parents to update registration details online, this site's separate to membership and we may have to email everyone. Currently holding back as other clubs have found this causes mountains of admin and parents struggle to log on, creating duplicate records
- Seniors, Girls teams and U6 need a big push as membership payments currently low.

## SUMMARY

- **713 members processed**
- **654 paid**
- **70 new members (possibly more but have had to assume existing if left blank on form)**
- **£43,313 taken – although £5240 of this is direct debit so will be apportioned over 6 months**

age group	TRIAL	UNPAID	PAID	Total for section
U5	3		10	13
U6	7		6	13
U7	3	2	18	23
U8	5		24	29
U9	5	3	25	33
U10	3	1	25	29
U11	2	1	31	34
U12			27	27
U13		2	20	22
U14		1	29	30
U15		1	18	19
U16		2	21	23
COLT			24	24
U13 GIRLS	1		5	6
U15 GIRLS			7	7
U18 GIRLS		1	13	14
WOMEN PLAYER			18	18
PARTNER			20	20
SENIOR			21	21
VP			25	25
PARENT	6	9	267	282
<b>Grand Total</b>	<b>35</b>	<b>23</b>	<b>654</b>	<b>712</b>

Sum of AMOUNT PAID	Column L							
Row Labels	CASH	CC	CHEQUE	DIRECT DEBIT	FOC	ONLINE	TILL	Grand Total
Aug			£83	£585	£0	£1,702	£942	£3,312
18-Aug				£90		£474	£83	£647
25-Aug			£83	£495	£0	£1,228	£859	£2,665
Sep	£1,748	£26,681	£2,066	£4,655	£0	£4,685	£166	£40,001
01-Sep	£1,048	£12,071	£458	£450	£0	£2,035	£166	£16,228
08-Sep	£505	£8,453	£623	£1,445	£0	£1,775		£12,801
15-Sep	£195	£6,157	£985	£2,310	£0	£845		£10,492
22-Sep				£450	£0	£30		£480
<b>Grand Total</b>	<b>£1,748</b>	<b>£26,681</b>	<b>£2,149</b>	<b>£5,240</b>	<b>£0</b>	<b>£6,387</b>	<b>£1,108</b>	<b>£43,313</b>