



ACT Rugby Referees Association

Minutes of Executive Meeting 12th March 2024 @ RUC, 6pm

Meeting opened at 6.08pm

1. Welcome/Attendees/Apologies

Attendees: Nick Stoker (President), Nathan Mass (VP), Damien McGrath (asst sec), Ivan Gavazov (sec)

Apologies: Peter Langford (Treasurer)

2. Conflicts of interest

Nathan Mass employed by our sponsor WAIDT Services Australia.

Nick Stoker is employed by our sponsor OMNI Executive.

3. Minutes of the last meeting (Action items from the last meeting presented by the Secretary)

- a. The Executive ratifying any new member of ACTRRA - This is a process of vetting new members into ACTRRA. The assistant secretary will produce a list of new members registered within RX, approximately once a week. The list will be circulated among the Executive members for their approval/admission within ACTRRA ahead of any welcome/joining correspondence being sent to prospective members.

The Executive reviewed and ratified the current list of members (113).

- b. WWVP is mandatory, as a part of the registration process, as this is a legislative requirement for volunteers within ACT.
The Chair of CGAC will be made aware of the above, to be actioned by the VP-email sent on 14/02/2024 (Sec+VP in separate emails to jnrs, snrs, CCGAC & President)
- c. 4/5/2024 ACT Brumbies vs Fijian Drua corporate box
ACTTRA to invite the sponsors (**actioned by the Secretary**)
Every participant of the upcoming GMG/Preseason seminar to automatically enter the draw for the remaining spots (or reserve spots should Sponsors not accept the invitation) in the corporate box (name collection to be **actioned by the Secretary**).
Names will be drawn after the preseason seminar.
- d. Coaching booklets from RA-these will be delivered to the VP's home address and he will distribute them accordingly thereafter
- e. Promotional flags
Asst Secretary to action-to liaise with "Bytes N Colours"
Images to be chosen for 2 different banners by Asst Sec & President





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ACTRRA & Brumbies logos to be included on both banners and ACTRRA contact details.

f. Referee Ready Courses

ACTRRA to reach out to Mat Vowles to advertise the next RR courses with the clubs 21/4 is the Online RR course, with Annie Dickeson being the lead/presenter
The President raised the need for another RR course, potentially to occur on 7/4.
This was agreed by the Executive (**action: President**) and will be managed in consultation with / support through the Education sub-committee.

g. Buddy Framework for juniors

This is for CGAC to coordinate, (**action**) VP to reach out to them so we could have a list ready for the next meeting. Guidance has been provided earlier by the Executive whereby the framework can mature over time.

h. Kit for new members-ACTRRA to stick to the 5-game policy before dispensing a pair of ACTRRA-branded shorts.

i. Bank details of members-**Actioned by secretary** but after the preseason seminar as this will be announced then. VP will outline the status of the RA (Brums/JRU) transition to the new payment system at the upcoming Preseason seminar (**action - VP**)

Secretary moved for that Minutes are accepted, unanimously agreed by the Executive.

4. Outstanding Matters

-Recruitment & Retention Plan-a Zoom meeting to be held every 3 weeks from a date in April (**Wednesday 3 Apr** -**action** by Secretary)

5. Standing Items

- a. WH&S matters/MOA-none to report for 2024.
- b. Registration update-113 members so far
- c. Recruiting and Retention Plan

(OUT OF SESSION MEETING-Zoom)-Plan, actions

ACTION proposed: R&R coordination meeting on a 3-week cycle by identifying a focus area during each meeting-Exec, Chair CGAC, E&T rep-Wednesday 3/4 (an hour session)

- Member Communication (artefacts)
- Prioritization of effort/resources

d. Calendar/key dates update





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- ACTJRU Summer 7's Competition (Fridays 2nd Feb-Friday 22nd March)
- 16th March Daramalan v Barker College trials
- 17th March preseason GMG Seminar
- 22nd March-Super W, SR double header
- ACTJRU Special Meeting about changing the RoC 2nd April.
- JID Cup Round 1 (6th April)
- Vikings Gala day 6th & 7th April
- Canberra Grammar School Fete (7s tournament) -6th April
- Armidale Carnival -13th-14th April
- ACTJRU Rd 1 4th May (no matches on Reconciliation Day and King's B'day)
- Super Rugby Corporate Box 4th May (for 8 people) Brums v Drua
- ACTJRU GF Sat 7/9 +/- 8/9 or 14/9
- ACTJRU AGM 26/11/2024

6. Financial summary (treasurer)

I propose the Executive endorse the schedule of Receipts and Payments for 13.2.2024 – 17.3.2024.

Opening balance 82222.99

Total receipts – sponsorship 5000.00

Interest .06

87223.05

Payments

Represented by:

Additional purchase of jerseys tracksuits 542.07

Jacket for trainer 89.10

MYOB 30.00

Recruitment account (final invoice Interact Collaborations) 2887.50

Polos 140.00

Total Payments 3688.67

Closing Balance \$83534.38

Closing bank balances as of 17 March 2024

Community One Account 54443.35

Peter Conway Account 2060.24

Will Boyle Account 6,348.41

Term Deposit Account 20,682.38

\$83534.38

The Secretary moved that the treasurer's report is accepted, unanimously agreed by the Executive





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7. CCAG/E&T report

a. GMG & Preseason seminar planning 17/03/2024

Damien McLachlan, the head of Senior Coaching, discussed the upcoming preseason seminar in detail.

b. Development nights planning- dates yet to be finalised. Conceptual planning commenced b/w E&T sub-committee and CGAC.

8. 2024 Super Rugby Roles and nominations

#6 nominations for SR discussed. ACTRRA will identify and appoint for each subsequent fixture. There was no #6 appointed for Brums v Force despite raising it with CGAC which was a missed opportunity. #6 functions were met by ACTRRA appointed #4 and 5.

9. Other business

- a. March Newsletter-This has been created by the treasurer, to be considered by the rest of the Executive after the preseason seminar (action-Secretary)
- b. Social Calendar - Social sub-committee has provided input / initiatives for Exec consideration. This will be finalised post Preseason seminar as it is a lower priority for preseason. Special rounds ie Heritage Round details will be provided by Caitlin Brady to inform ACTRRA planning for a LM recognition Round by ACTRRA as a new initiative.
 - kept open for now (Caitlin emailed the dates on 13/3, Secretary has entered them in the website calendar.
- c. Match Official Retention Transition Program-CGAC and Exec to shape the opportunities for utilising the funds that were approved by RA. RA has recently informed ACTRRA of their acceptance of our nomination for financial support for 5 members.
Action: President to discuss with Chair of CGAC to initiate detailed planning of retention plan
- d. Visiting Clubs at training - President has shaped the space with correspondence to, and achieved 'buy in' from, all senior clubs, informing them of Chair CGAC lead. President has contacted Sarah, Karl and Damien McLachlan again (email refers) to finalise a coordinated plan that we can map / track (excel spreadsheet). We were awaiting their response. (action - Chair CGAC)
-The Executive will be prepared to organize these training sessions, if need be, with the Asst Sec creating a letter to the clubs with possible dates, and this letter to be distributed by the Secretary. Plan needs to be finalised for implementation week commencing 18 Mar. (action-Asst Sec and Sec)
- e. GM to be held before the Junior season commences-date to be Thursday 11/4 at Brums HQ post training (action Secretary-book with MV)





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Meeting closed 9:10pm

Next meeting

-Tuesday 9th April 6pm

