



ACT Rugby Referees Association

**Executive Meeting
22 Nov 2023
The RUC
Meeting commenced @ 18.40hrs**

Apologies

Damien McGrath

List of people present:

Ivan, Gavazov, Nathan Mass, Nicholas Stoker, Peter Langford
Quorum has been reached.

Opening remarks were done by the new (2024) President-welcoming the new Executive and looking forward to a good 2024 season.

Conflicts of Interest

-President (Nick Stoker) has commenced employment with Omni Executive
-VP(Nathan Mass) has commenced employment with WAIDT Services Australia

Previous minutes meetings 05 September 23

1. Outstanding items if present, per action item tracker spreadsheet.
- a. **ACTRRA generic email response.** Email should be drafted to discuss scenarios for people from the general member of public/player/fan/coach. to be diverted into contacting either club and competition manager.
This involved the "actrugbyreferees" email address enquires.

ASAP Action: assistant secretary (Damien McGrath) to draft a standard response "This email is monitored, please direct your enquiry in the first instance to your club, and then this enquiry to be directed to the competition manager of your appropriate union". This "automated response" to be embedded in the "actrugbyreferees" email address and monitored by the secretary or assistant secretary. Secretary (Ivan Gavazov) to respond to these emails as they come, by starting a log of these correspondences with "In correspondence", "out correspondence" date in, date responded and where it has been directed.
Once the draft of the "automated response" has been completed, we will clear the email with Mat Vowles (Brumbies)

ACTION #2: Social media Messenger-to be disabled, if possible.

Minutes for the previous Exec meeting and the 2023 Season wash-up meeting accepted, seconded by the President, moved.





2023 Season washup meeting

2. **"High level" Feedback to be considered by Executive**
 - a. Better internal communication -needs to be a "two-way channel" ie timely responses to emails etc
 - b. encouraging members to travel to the regions across preseason and the season.
 - c. better communication between referees and their coaches (esp with referees doing their "homework" prior and after being coached)
 - d. Retention strategy of the recruited referees from 2023 Junior Academy
 - Annie Dickeson and President (Nick Stoker) to re-draft 2024 letter and forward to wider school base across ACT and Regions prior to Dec 2nd. Brads to be leveraged to distribute the letter signed by the President, by next week, at least to the schools.
 - A similar letter to be sent to the clubs (Senior and Junior).
 - We will tap Caitlin Bradley (Brumbies) for the distribution list, and we will email it via ACTRRA through the secretary's email.
 - Motion:** Letter to get out next week to clubs and schools, including their leadership and managements.
 - Action:** President to finalize these letters.
 - ACTION #2:** Secretary (Ivan Gavazov) to ask Caitlin Brady for the distribution list of all clubs (includes schools). This includes presidents and secretaries (and a rugby director) of each club.
 - e. Establish criteria for better talent identification (16, 17 & 18yo's)-Scholarship Pathways and exchanges need to be reinvigorated (this criterion to be promoted at the pre-season seminar)
 - early identification of associations willing to do an exchange is essential to this plan
 - CAG responsibility is to identify and President and Annie Dickeson to help with their established networks with other associations

Motion held over, to be actioned by CAG, once appointed (action remains open), to be carried until the next meeting.
3. **Ongoing promotion for nomination for CCAG and Junior and senior appt officers in particular**





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-correspondence has gone out for EOI in a timely manner, all ex-officio positions are still opened for further EOI

-it was noted that by O&Rs, the Chair is appointed by the Exec, other positions are appointed by CAG (O&R states that the Exec has a veto on all positions within CAG).
Action ASAP: another email needs to be sent out to the member (correspondence) that all positions are open for EOI (via RX EOI close by 3/12)

4. **Acquiring of more Comms sets**

- a. Damien McLachlan to conduct research and provide a business case
- b. A "technical sub-committee to be established to inform the Exec of comms kit and other technical management matters in 2024 (Ethan Gumbrell has expressed interest to contribute)

VP (Nathan Mass) queried the need for an extra set of comms ie where they would be used, due to the high cost of \$900 per set.

ACTION: We need to ask Damien McLachlan to elaborate about the justification for new comms at all (also why he suggested 7). We will need him to do an audit of the junior Comms as well.

- #### 5. **RX "access rights" to ACTRRA members** to allow more efficient and effective management and updating of certification/accreditation information (are access rights held by Mat Vowles?)

ACTION later: E&T leader of sub-committee to be empowered with accreditation related issues/quirks within RX. This is the way we will manage it.

6. **Coaching booklets**

- a. Exec to explore this initiative-to be discussed with the Education and Training sub-committee
Action later: To be dealt with by E&T sub-committee, once the committee gets appointed.
-concept to be presented by E&T (by using other associations' examples)

7. **Ref Ready Courses' dedicated educators/presenters/planners**

- a. This is plan is not too dissimilar from 2023 approach-consideration of E&T sub-committee to lead and advise on 2024 approach.
Action later: E&T to be deal with

8. **2024 Development Nights' Planning**





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- a. Plan-E&T sub-committee to work in conjunction with CAG with a recommended agenda and delivery for each Dev Night. **Action later:** E&T to lead into CAG and advise Exec on the approach.
- b. Report writing-key theme and education requirement. (part of Dev nights)

<http://www.actrra.org.au/abuseyellowredblue-card-reporting.html> (by scrolling down on this page, one could view the templates for red card reporting)

9. **ACTRRA Fitness training**

- a. Exec will attempt to change the training from Tues/Thurs to Mon/Wed
- b. Steven Koh provided ACTRRA with a quote for 2024
- c. **-ACTION-**market quote needed-secretary to contact Chris Cousin (Mon-Wed for 1 hour from January mid or late)
- d. -as per above notes, EOI will be submitted to ACTRRA for this position

10. **Attendance of ACTRRA referees at Club Training**

- a. **AFTER** the GMG, VP (Nathan Mass) and CAG to scope if this is something that could be organized (with Mat Vowles' involvement/assistance) -to be presented at next week's meeting.
ACTION for next week: EXEC to talk to Mat Vowles.

11. **Buddy Framework for "Juniors only" for 2024**

- a. Development and implementing a simple framework, specific to juniors (NB Jim Phillipps, the Juniors coordinator, is away for the next 2 weeks)
ACTION for next week, Jim to help organise, James Williamson to be asked to be involved.

12. **A Welcome Introductory email response for 2024**

- (secretary and asst sec to work on it)
-ACTION: 1 generic letter (VP to help secretary with more efficient RX system, if possible)

13. **Executive Committee construct**

- a. This to be considered if the current construct is fit for purpose, especially with a potential of including a "female advocate" within the Exec.
- b. Any proposed changes must meet O&Rs requirements.

Motion: O&Rs to be reviewed/updated during the 2024 season.

ACTION: we are keeping this action open, President to talk to Sarah Corrigan about the possibility of her being involved within the association.





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14. **ACTJRU Competition Rules should be finalized early for ACTRRA knowledge.**
a. Exec to consider follow-on communication into Brumbies/RA and ACTJRU

ACTION: Letter from ACTRRA that states that ACTJRU needs to deliver RA sanctioned RoC, by quoting the Secretary (Ivan Gavazov) at the AGM of ACTJRU

Key Dates/ Calendar

15. **Upcoming Exec meetings with invitees from committees (CCAG, Welfare etc)**
a. Wednesday 29th November @Brums HQ, 18.00hrs
-list of invitees needed: provided to the Secretary
16. **Events**
a. 12 December-a Rep match u16s-Australia vs Pacific Stars @ AIS
b. 12 December-RR Workshop with Taryn
c. 13 Dec Brumbies AGM – President
d. Pre-Christmas (casual) social event-TBA
e. Will Boyle Run & Social Function-Tuesday 6th Feb.-Damien (asst sec)
f. ACTJRU Special General Meeting-Tuesday 6th Feb.
g. Start Fitness training-new year
h. February 2024-Seniors trials?
i. ACTJRU Summer 7's Competition (Fridays 2nd Feb-Friday 22nd March)
j. 2-3rd March potential GMG
k. 9th March-1st Brumbies game +/- GMG?
l. 9th March-Social Function with Super Rugby referees?
m. ACTJRU Special Meeting about changing the RoC 2nd April.
n. Vikings Gala day 6th & 7th April.
o. ACTJRU Rd 1 4th May (no matches on Reconciliation Day and King's B'day)
p. ACTJRU GF Sat 7/9 +/- 8/9 or 14/9
q. ACTJRU AGM 26/11/2024

Welfare MO Abuse Case Register

-Welfare officer-Brian Heaney expressed a strong desire to help. Chris Cousin to speak to him this week.

-Meeting with St Edmunds College, to clear the air, being floated as a possibility as suggested by SEC and reported to the Exec by the Treasurer (Peter Langford).

-**ACTION**-President to have a handover from the former ACTRRA president, Sam Whittle as he was dealing with SEC MOA situation last season. Next step will be considered after the handover.

NEXT WEEK agenda item: The Welfare officer mapping of the MOA incidents/Reports of Concern for Mat Vowles.





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Registration Update

17. Nil update to provide.
18. RX reset 18-19th/12/2023 .
- Someone needs to deal with the reset on our end (Mitch did it in 2023)-
ACTION-VP to assist with this.

Complaints Register

-**ACTION**-secretary to ask Chris if Secretary could obtain the Complaints register & Correspondence Register-as these documents need to go to the Dropbox

Financial Summary

19. Budget prep
Treasurer-presented the draft budget, it is currently under review.

MOPP

-is under review. Remuneration per game needs a review and consideration by JRU and Brumbies/travel allowances is a priority.
-June 2024 MOPP statement needs to be re-negotiated. **ACTION:** VP to negotiate the MOPP agreements with Mat Vowles.

SPONSORSHIPS

20. RUC Sponsorship and other sponsorship agreements/status of payment
-**ACTION**-review sponsorship options in mid-2024

DISTRIBUTION OF INFORMATION TO MEMBERS

21. Centralisation of the process to help with streamlining of communications-RX to be utilised better.

GMG 2024

22. Feasible options needed for ACTRRA and RA, Canberra Day long weekend was the date floated although do we need to bring this forward (earlier GMG) due to the "contentious" law changes (tackle height change)
23. -would 2 sessions be an option?-President's idea (Junior and Senior)

UNIFORMS





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24. We are very low or have none left of the smaller sized shorts, jerseys, tracksuit tops and pants.
- tracksuit tops S (0), M (7)
 - tracksuit bottoms S (0), M (0)
 - jerseys S (0)
 - shorts 32" (0), 34" (1)

ACTION: Secretary to enquire the costs of bucket hats and to find out from O'Neill's what is the minimum number of garments that need to be ordered + time frame of delivery.

ACTRRA Business Case

-ACTION-yet to be promulgated, website posting a priority (action by treasurer & President)

Recruitment and Retention Drive

-Taryn Langton of Interact Collaborations, will conduct a final workshop, we need to approach the members that were a part of the first workshop with a few extra people (for a 90-120min workshop), final report to follow after that.

ACTION-give dates to Taryn (ideally 12th December Tuesday night, or 4th, 5th, 6th December @ 6pm)-President

OTHER BUSINESS

25. Badges (pins) for Life members-suggested/requested by Peter Lawler via Sam Whittle. We already have the "template" for the coins manufactured this year by the Military shop
- ACTION:** treasurer to find out.
26. LMs history in terms of how and who we should nominate (Nick)
- for finals' trophy presentation
27. Enable VP/Asst sec access to the Dropbox, credit card when necessary.
- VP disagrees with only 1 credit card signatory to the card
- ACTION**-secretary to organise Dropbox
- VP, President & Treasurer to rectify the credit card and bank accounts authorities
28. Southern States Championships-in Victoria next year
29. Clubland App
- unlikely to be beneficial to us. Not to be pursued for.





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30. Next EXEC Meeting schedule

