Project and Budget Brief Sheet Season 2025-26

Portfolio Director	Keith Atkinson
Person Running Project / Event	Keith Atkinson

Project / Event Descriptor (Aims / Targets)

Club Support RFU Workshop

Initial mail received from RFU on 25th July offering opportunity to host in person workshops for clubs in CB. A range of topics were offered based around "off field business operations".

Clubs contacted for input on what topics they would find useful with their choices logged (returns received from 6 clubs.)

Return to the RFU with the top three topics from club feedback was submitted mid August.

Keith is now liaising with Martin Woodward (RFU Club Support) date and topic to be presented.

Host club will be required.

Facility Hire	£100
Tea/Coffee x £3pp	£60
Total Costs	£160

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Person Running Project / Event	Keith Atkinson , Claire Sharpe and RFU team

Project / Event Descriptor (Aims / Targets)

Autumn Club Support Workshop

Following the very successful all day drop in workshop hosted in March 2024, David Westhead (RFU Club Development Manager) asked if we would like to repeat the exercise as the RFU team found it as useful as the clubs and CB.
Following discussion and identifying a couple of dates, a provisional plan is now in place for the event to run on the 10th November.

Initial planning work now underway.

"Liam and I have just had a good meeting with Dave Stubley (national club development manager) and Martin Woodward (Club business manager) to discuss the club development day.

Working on a similar model to last time, they have suggested that we could have the 'key note' evening session on the topic of club procurement/purchasing, focussing on a new club procurement/purchasing group, that the RFU will be launching in the coming months. As the group is yet to be launched, we haven't got too much more information currently but both Dave and Martin, thought that this would be beneficial to the clubs. Also, Tynedale took part in the pilot, so we should have a local advocate in the room too.

How does this sound?

In addition to this, we also have confirmation that our facilities guys (Matt & Max), WAG's growth activator (Jess) and game development (Ash and/or Pete Taylor) can be in attendance to support clubs during the day.

Let me know your thoughts, and if you're happy then we can move this all forwards."

Liam Nicholls and Dave Westhead also available to attend so a good cross section of RFU support staff available on the day.

A further discussion to put "more meat on the bones" is planned with Dave Westhead w/c 1st Sept.

Facility Hire	£250
Drop In (daytime)Part of Event	

Lunch and refreshments for RFU Staff & NRU Volunteers supporting the event on the day @ £7.50pp x 20	£150
Evening Part of Event Tea/Coffee @ £3pp x 60 people	£180
Total Costs	£580

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Summer Club Support Workshop – Age Grade Coaches

This will follow on from the Autumn Event and on the feedback from the Autumn event should give an indication of topics to cover on this two day drop in workshop.

Outline
Two day event – central venue club.
On Pitch and Off Pitch topics and CPD to be presented.

Will include coach CPD with guest coaches and will be topic specific or aimed at a target group of coaches to help upskill as they move to next age band.
Safeguarding, RugbySafe and Referee support to be scheduled into the programme for the weekend (looking to get some of the three hour courses built into the schedule).

Summer event to take pressure off club coaches during the season and may give more buy in on some of the CPD sessions poorly attending once the season starts as age grade coaches can't be in two places at once trying to run Sunday rugby at the same time as attend CPD and courses.

Facility Hire (2 days)	£500
Sandwiches and Tea/Coffee for attendees 75 attendees x 2 days x £8pp	£1,200
Total Costs	£1,700