County Office and Hon Secretary Report

Date – 28th November

Report compiled by Graham Crozier and Claire Sharpe

Key events, issues, and achievements

Have continued to meet with key personnel in county providing admin assistance and backup on projects to be run.

Continued to liaise with Directors, Chair and Secretary assisting them where required.

Office is very busy but timelines and deadlines are being hit, mails are being responded to and queries are being answered.

Current and impending issues, events, and work streams

Work continues on the CB AUP (Acceptable Use Policy) – now expanding out to cover club digital folders. (relates to data protection and GDPR.)

Comms with all club age grade coaches via WhatsApp continue – lots of chat and lots of positive comms going on between clubs.

Work continues on the re working the Clubs Section on the website. Still waiting on some clubs to complete their returns from request made middle of July. (This in turn is holding up the review of digital folder access and the AUP for clubs.)

CB Digital Systems - at time of writing, 668 forms have been received and processed so far this season. Thanks should be recorded to James Barnett as over the last month or so we have amended some of the forms so that more information is recorded on rep forms so we have better idea of kit sizes and requirements for players.

Continued to provide support to RugbySafe and Safeguarding Leads. Lots of comms with both Cathryn and Mark as we deal with matters that come in, need a follow up or need some support.
At the time of writing, 84 concussion reports have been submitted and where permissions are in place GRAS letters have been sent out.
At the time of writing 22 IPW forms have been submitted from clubs and these have all been followed up and where necessary advice and assistance offered.

Kit audit has been completed following the move of the kit store from Unit 4 (across the car park) to this building. We are now at next stage sorting out what is required for teams in advance of their programmes beginning (with kit information now included on the Rep forms).

Three Rep Teams programmes now underway – Under 18s Boys, Under 18s Girls and Under 16s Girls. Good relationship with the coaching and management teams with timelines being hit successfully in relation to admin, socials, kit orders etc.

The Under 20s begin in January and we are now getting their schedule finalised and dates booked in to training venues. Reminders sent to clubs re nominations.

Headshots of the Under 18s boys have been taken, with dates booked in before Christmas for Under 18s Girls and Under 16s Girls. Income stream to CB and sales being linked to the raffle. Thanks should be recorded to John Austin for his assistance and support to this initiative.

Currently working to nail down venues for County Matches for U20s, Senior Men and Senior Women now that we have the match schedule. (1 home game for the men, 1 home game for the women and 2 home games for the U20s)

The "Pie and a Pint" event is being linked to the latter of the U20s matches.

The Presidents Christmas Cheese and Wine event has been organised and is about to open for bookings. This is being held as a pre match event to the County Under 18s v Durham at WBR on the 21st December.

The joint CB/RFU Club Development Day has been run and we are now busy organising the Club Support Workshop with the RFU (18th March at Newcastle Red Bulls).

Autumn Raffle has been launched (two pairs of tickets to England v Ireland and tickets to a Newcastle Red Bull match). Draw is on the 6th January.

Social Media Workshop planned for early December but date is having to change due to unforeseen circumstances.

Away matches 6 Nations – tickets allocated and all have been paid for.
Home matches 6 Nations – remaining Ireland tickets put on ticket exchange and all have been sold so income stream to CB from this. First time we have done this and seems to have worked, generating a profit to the CB of around £600.

Have met with James this month to review a few areas of work relating to digital, social media and website. List of actions created and we are now working through them with some already completed. A number of club updates are still required. This is holding up the AUP and Digital Folder access work and also the assignment of access to club digital folders.

County Match Programmes – discussed over the summer and no further progress – becoming time critical given we have two home matches in December.

Issues requiring Decision, Discussion or Dissemination

NIL.