

MINUTES

Community Board meeting

Location:	Boardroom/Meeting room one, RFL North West Offices, Quay West, Trafford Wharf Road, Manchester, M17 1HH	Date:	Tuesday, 05 June 2018
		Time:	10.30am - 3.30pm
Invited to Attend:	Fred Baker, Neil Ashton, Pat Crawshaw, Peter Moran, Trevor Hunt, Stuart Sheard, Jan Robinson	Chair Person:	Chris Brindley (Non-Executive RFL Board)
RFL Officers in Attendance:	Robert Hicks (In part), Marc Lovering (In part), Jenny Baxter, Nichola Spencer (In part), Kelly Barrett, Dave Rotheram (In part), John McMullen (In part)		
Apologies:	Sue Taylor, Flt Lt Damian Clayton MBE		

Item No.	Agenda Item	Responsibility
1.0	<p>Welcomes and Apologies</p> <p>Mr Brindley welcomed the delegates to the meeting. Apologies were received from Sue Taylor and Damian Clayton. Mr Brindley remarked upon Ms Crawshaw and Mr Ashton's attendance at the Royal Wedding. Mr Ashton requested the minutes noted his thank you for the invitation.</p> <p>Mr Brindley went on to reiterate, for members not at the previous meeting, his vision for the Community Board moving forward. The content and distribution of the standing papers, having agenda items designed to run the game and others to grow the game and the Board focusing on more strategic items were conversed. As could be seen from the papers provided, they would now highlight whether their purpose was either for decision, information or action in order to assist with the flow of the meeting and for clarity on the purpose of each paper.</p> <p>It was agreed the agenda and papers would be distributed 14 days prior to each meeting hereafter. If applicable, an updated version would be circulated nearer to the time of the meeting if more up to date information or data was available.</p> <p>The Community Board acknowledged the recent death of the BARLA Secretary Phil Sharpe and sent its condolences. Flowers, if endorsed, or a donation to the chosen charity were to be organised on behalf of the Community Board.</p>	Marc Lovering

<p>2.0</p>	<p>Minutes from the previous meeting</p> <p>Two points were in need of review/amend. Following these, the minutes were approved as final.</p>	<p>Jenny Baxter</p>
<p>3.0</p>	<p>Matters Arising</p> <p>The actions noted as complete were to be left on the Action Tracker for one cycle of meetings and then removed.</p> <p>The Development and Whole Game Calendar were discussed with Ms Crawshaw suggesting the reintroduction of the calendar group, which she suggested should include representatives from the community game. It was indicated this would assist with clashes and conflicts in the community game calendar. Mr Ashton stated the importance of communication of community game fixtures as player welfare and player enjoyment were impacted if these were lacking.</p> <p>It was suggested the current process in organising the Whole Game Calendar was effective with several clashes occurring this season being due to the weather. Ms Barrett was tasked with establishing why the clashes arose this year and finding a solution to these calendar issues.</p> <p>Mr Lovering stated he was looking into the best process to publicise the Development events. He went on to state a graphic would be produced to highlight upcoming community game events which was to be published on social media.</p> <p>Mr Ashton suggested he had encountered issues regarding his communication with the RFL and professional clubs surrounding this season's Champion Schools Finals. Mr Rotheram was to speak with Mr Ashton outside of the meeting.</p> <p>Mr Sheard requested an update regarding the new MOs reporting system as discussed in the March meeting by Mark Howorth. Mr Hicks was tasked to receive this update from Mark.</p> <p>It was noted the Memorandum of Understanding was due to be signed by YJL at a meeting on 20 June. Mr Lovering was tasked to update Mr Moran once this had taken place.</p>	<p>Kelly Barrett</p> <p>Marc Lovering</p> <p>Dave Rotheram</p> <p>Robert Hicks</p> <p>Marc Lovering</p>
<p>4.0</p>	<p>Standing reports</p> <p>4.1 Community Game Report</p> <p>No questions received.</p> <p>4.2 Operations report</p>	

	<p>Ms Barrett was requested to give a verbal update on the staffing issues mentioned in her report.</p> <p>It was reiterated Match Officials was to become a standing report on the agenda hereafter.</p> <p>4.3 Player and Coaching Development</p> <p>The proposal to amend the Operational Rules within Mr Rotheram's report was discussed; Academy's who discover players who are new to the game are to be logged with the RFL as a potential Talent Transfer Scholar, and if that player subsequently registers with that club, they would not count in the Academy's cohort quota of 20.</p> <p>The proposal was agreed to be positive in attracting new talent into the game. The proposal was agreed in principle with the following suggestions;</p> <ul style="list-style-type: none"> • A better understanding on the impact on the clubs, • The quota put in place be reviewed, • A process that all concerned are comfortable with was put in place, • A review process was put in place, • A communication plan needed circulating to ensure the correct message was received throughout the game. <p>4.4 Marketing and Communications</p> <p>No questions received.</p> <p>4.5 Sky Try Report</p> <p>Mr Brindley highlighted to the Board the section in the report requesting the Board's assistance.</p>	<p>Mark Howorth</p>
<p>5.0</p>	<p>12-18 review update</p> <p>Mr McMullen asked the Board who had completed the online survey. He went on to request all members take time to give their input into the review.</p> <p>The most salient point of note were;</p> <ul style="list-style-type: none"> • Paul Sculthorpe was the ambassador for the review, • The purpose of what the review would achieve, • Since distribution, the participation figures in the presentation had increased; there had been 2,000 responses to the online survey, • Some of the issues that had been identified due to the review were explained, • The rationale behind many surveys not being completed was analysed and discussed, • The competition structure had received some feedback by parents. <p>Mr Brindley stated the retention strategy was key when working through the results of the review and must be the priority when actioning its findings.</p>	

	<p>He went on to state that the RFL Board would require reassurance enough consultation had been complete during the review before considering changes in light of the review's results.</p> <p>It was suggested focus groups and interviews of community game representatives should be completed in conjunction with the survey to achieve a better consultation before the Board could make any decision and implement actions from its results. It was confirmed clubs had been contacted for their input into the review.</p> <p>On the day of the meeting Mr McMullen had received a breakdown of the data behind the survey, he elaborated on some of this. It was noted that parents would be completing the surveys on behalf of the players in younger age groups.</p> <p>The Community Board members were encouraged to encourage players, parents and volunteers to complete the survey. The closing date was noted as Thursday 7 June.</p> <p>Mr McMullen went on to explain the 12-18 Review Strategic Stakeholder Roundtable event of which several members of the Board were invited. He explained the intention of the event was to highlight key issues, challenges and priorities. There would be a cross representation across the community game in attendance and the event would be filmed.</p> <p>Mr Brindley questioned if cross referencing into other sports was something to consider alongside the survey data. Mr McMullen stated a broad range of information was being studied to ensure the data was all-encompassing so the needs of the RFL Board were met and to ensure the broadest ranging information was assessed.</p> <p>To finalise, Mr McMullen expressed his thanks for the Board's support of the review. He stated that the information following the Roundtable event would be shared. He went on to explain an external consultant would be interviewing the Board regarding their views in more depth in order to further support the review. The results of the review would be presented to the RFL Board either at the end of 2018 or into 2019. It was confirmed the results would be brought back to the Community Board and the review would become a standing agenda item until the review's completion.</p>	<p>ALL</p> <p>John McMullen</p>
<p>6.0</p>	<p>Academy data</p> <p>Mr Rotheram stated that the Talent System fuels the strategic goal of England to Win the World Cup 2021.</p> <p>The progression and retention points system designed to grade Academies was detailed by Mr Rotheram; it was noted the 2018 point totals would be available in July.</p> <p>Mr Moran questioned if the drop out figures presented could be personalised to allow clubs to re-engage those players, to which Mr Rotheram suggested this was possible.</p>	

	<p>Mr Moran went on to suggest the minus points in comparison to the plus points granted were disproportionate. Mr Rotheram stated the system had been agreed and sign off by clubs and Academies and could only be amended following the next Broadcasting cycle.</p> <p>It was suggested the 'non-engaged' players could be reengaged into the sport through coaching or Match Officiating.</p> <p>Tracking of players, understanding pinch points in data and drop offs were discussed along with the data presented to be used as evidence to help improve retention of players in the community game.</p> <p>It was agreed the figures presented were very positive and a good news story.</p>	
<p>7.0</p>	<p>Sport England Update</p> <p>Mr Lovering stated he was attending a RLWC2021 Legacy Meeting that afternoon. The legacy delivery plan and funding had recently been signed off to which Mr Lovering described it as significant in improving the community game if the funding was allocated correctly. The Community Board requested to receive regular updates.</p> <p>Mr Lovering discussed his papers of which the salient points were;</p> <ul style="list-style-type: none"> • Sport England contractual targets were all on target, • Of the 95,000 core player target, 99.6% has been achieved, • The Sustainability Plan was to be agreed with Sport England, • Sport England focus is on active people and did not align with the wider game's strategic goals. <p>Mr Brindley emphasised, in future, the sport could not rely on public funding. He went on to suggest that as a sport, the RFL should investigate the opportunity the newly formed EPU could offer a commercial partner.</p> <p>Mr Lovering stressed that the paper circulated on this item was to be kept confidential until such time as the formal Sport England review process had been completed.</p> <p>In conclusion, Mr Lovering remarked the organisation was on track in achieving the Sport England targets with work still to complete to enable it to hit the wider game's strategic goals and fulfil all the game's needs. It was suggested the figures in the paper could be used to assist the future of the game to evidence strengths, weaknesses and challenges.</p>	<p>Marc Lovering</p>

<p>8.0</p>	<p>STG System</p> <p>Ms Barrett discussed her presentation. She explained the function of each element of the system detailed in each slide.</p> <p>The Registrations Module - for the professional and community game. This section of the system allows reregistering of players each season, coaches to register on the system and has a function for injury reporting. Eventually clubs would be tasked to report on concussion cases.</p> <p>The Qualification Module - holds information regarding DBS', first aid, coaching, ETP qualifications etc. This would assist the clubs to view their members' details.</p> <p>Competition Module - holds the information regarding a player's disciplinary record.</p> <p>MOs Module - holds the information regarding the availability and appointment creation for MOs.</p> <p>Ms Barrett was positive regarding the player registrations and roll out of the system with the Member Leagues. She stated several of the Affiliate Leagues had not engaged with the system resulting in a high administration function required of the RFL. The NCL had adopted the system well.</p> <p>Ms Barrett stated that clubs would eventually receive one platform rather than separate log in details for their different competitions and this would likely happen in 2020.</p> <p>The Pennine League were to adopt online registrations, this was to be discussed with Sue Taylor.</p> <p>Barrow had registered with their Men's competition.</p> <p>Masters information and team sheets were still being manually inputted on to the system by the RFL.</p> <p>Schools information is still limited as there is some difficulty in confirming a suitable process to allow direct registration in this area.</p> <p>It was noted that moving forwards volunteers would be registered which linked to their DBS record for ease of reference.</p> <p>Ms Barrett concluded by stating the initial reluctance to adopt the system, in most cases, had passed to allow embracement of the system.</p> <p>Mr Lovering stated for the information of the Board, an advertisement had been circulated internally regarding the Director of Development and Participation.</p>	<p>Kelly Barrett</p>
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<p>9.0</p>	<p>Membership update</p> <p>Mr Brindley opened by stating the Community Board could assist with and had a direct link in selling out big events, the RLWC2021 success and OurLeague membership figures.</p> <p>Nichola Spencer was introduced as the new Membership Manager. Nichola began by explaining OurLeague as a free membership site which contained upcoming fixtures and information surrounding them, discounts, competitions and a dashboard specifically for the community game.</p> <p>Ms Spencer went on to question the Board on what changes could be implemented to the website/app to engage the community game more in order to increase membership figures.</p> <p>Some suggestions were; link the dashboard to the website, to have multiple messages on multiple vehicles, keeping content fresh, include grass roots good news story's-which are currently only features on social media and the website, a link to OurLeague from leagues' websites, be more aware of timings in higher volumes of traffic on the app to target more people- mainly when results of games are available.</p> <p>Ms Spencer went on to suggest OurLeague would eventually be used as a platform to stream games.</p> <p>Nichola's contact details for the Board's information are; 07894 585278; nichola.spencer@rfl.co.uk.</p> <p>The figures for community game players registered on OurLeague are to be brought to future meetings.</p> <p>The Content and Resource Lead position in the Performance and Development organisational chart was explained in relation to OurLeague promotion and the social media strategy.</p> <p>It was discussed how the integration communication system for the game had to be improved, which would assist in the promotion of OurLeague.</p>	<p>Robert Hicks</p>
<p>10.0</p>	<p>Regulatory update</p> <p>Ms Barrett verbalised the points of note for the Board from the recent Regulatory meeting.</p> <p>Ms Barrett illustrated the consultation timetable for amends to the Operational Rules. The competition rules were conflicting with the Operational rules (with dispensation to some leagues). Ms Barrett reaffirmed that leagues should send their competition rules for the RFL to review, which was currently not occurring.</p> <p>Support was required of the Board to ensure the Operational Rules were abided by and all competition rules were compliant with the Operational rules.</p>	

	<p>It was reiterated the Operational rules needed abiding by as standard, partly due to health and safety reasons.</p> <p>Ms Barrett notes there were only 4 or 5 amends to the Operational Rules required.</p> <p>The testing of 3G and 4G pitches was discussed.</p> <p>It was discussed how knowledge was required of where community games were played as being vital to health and safety regulations, which was an onerous task. Mandatory rules stated in the Operational Rules should always be enforced which enables the game to be compliant.</p> <p>Methods in which to ensure clubs were always compliant with the Operational Rules was discussed. A signature on a statement from a club chairman was discussed as a good idea in principle however if an alternative pitch was used for a future, this method could cause the RFL to be liable.</p> <p>Mr Hicks suggested the next steps are; to understand what the changes would look like then take action; how to make clubs more inviting; understand what mandatory really looks like; research is required.</p> <p>In the September meeting, a description of what 'mandatory looks like' was requested.</p> <p>A discussion took place regarding the actioning of regular risk reviews in need of completion by all leagues, including the NCL.</p> <p>The consultation timetable was presented and would be circulated.</p>	<p>Robert Hicks</p> <p>Jenny Baxter</p>
<p>11.0</p>	<p>Governance Update</p> <p>The consultations which had taken place thus far had not altered the previously presented new Community Board structure.</p> <p>Mr Hicks stated he was to meet with BARLA again in September, the NCL in July and attend the Youth and Junior Forum later in June.</p> <p>The RFL Council Representative of the Community Board were to be reviewed.</p> <p>As previously discussed, the Memorandum of Understanding with the YJL is to be shared with the Board once this was signed.</p> <p>It was recapped that if leagues were not working with the RFL and other Stakeholders in order to grow the game, alternative offers would be offered out to the game, however this would be as a last resort.</p> <p>There were to be no changes to the CBIG structure. Mr Hunt was still to view the new structure previously presented.</p> <p>The Open Age Forum was to be finalised once the Open Age review had taken place.</p>	

	<p>It was noted and discussed how democracy and the way in which appointments were made to Forums, Groups and Boards was important.</p> <p>Mr Hicks would continue discussions regarding subgroups and would present the final structures during the September meeting.</p> <p>The past and current Women's groups were discussed. Mr Hicks stated his mindfulness over there being not too many Women's groups and the amount being disproportionate to Women's player engagement figures. It was agreed the Women and Girls' group required clarity on its purpose.</p> <p>The engagement strategy of volunteers and being mindful of their continued involvement and excluded them in decision making for the game was discussed with the foresight of future funding cuts and further job losses at the Governing Body.</p> <p>From 2019 the Board were to meet 6 times a year; 4 evenings and 2 full days.</p> <p>An away day was to be organised with members tasked to feed in their December availability to Ms Baxter.</p> <p>A SharePoint folder was to be created to share operational updates, event calendars and other materials to ease the facilitating of meetings, to make the organisation less laborious for RFL colleagues, for better communication and to move meeting time away from discussions regarding operational matters.</p> <p>The 'Community Game Participant' was yet to be decided upon and the 'Club Representative' was to be decided at a future meeting, both as part of the new Community Board structure.</p> <p>Mr Hicks was still to work through the Higher and Further education subgroups.</p> <p>It was discussed Mr Ashworth should be the Community Board representative from an education perspective attending the Council meetings and chairing the school subgroup.</p> <p>A democratic vote would take place for each representative of the Community Board.</p>	<p>Robert Hicks</p> <p>ALL</p> <p>Robert Hicks</p>
<p>12.0</p>	<p>Any other business</p> <p>Mr Ashton thanked the Board's attendees at the Year 11 National Champion Schools Finals which were a huge success. He went on to thank Adam Hughes and Stephen Guan for their dedication and hard work during Ebony Giblin's maternity leave.</p> <p>Mr Brindley stated a conference call would be diarised for all delegates before the next Council meeting in preparation of matters due to be discussed during the meeting.</p>	<p>Chris Brindley</p>

13.0	Date of Next Meeting Ms Crawshaw gave her apologies for the September meeting. <i>Meeting closed at 3.30pm</i>	
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