BASINGSTOKE RUGBY FOOTBALL CLUB

Committee Meeting Minutes

Monday 10 August 2026 • 19:00 • Committee Room, Down Grange

Chair	James Jagged
Present	Doug Goodwin (Honorary Secretary); Laurence Mottram; Alistair Mackenzie; Sarah Whatmore; Paddy Gilbert; Millie Harris; Simon Hawthorne
Apologies	Helen Savage
Also noted	Youth update was provided verbally in Sharon Allen's absence.

1. Welcome, Apologies and Previous Minutes

- The Chair welcomed the committee. Apologies were received from Helen Savage.
- The minutes of the previous committee meeting were approved unanimously by the required core members present.

DECISION: Previous meeting minutes approved without amendment.

2. Rugby / Playing Update

- General pre-season activity is progressing well. Spond groups have been rolled forward and duty-day allocations issued, with a good response.
- Colts coaching provision was discussed. The Colts currently require additional support around the lead coach, and concerns were raised about ensuring any additional coaching support is the right fit for the group and does not adversely affect player retention.
- A suitable previous age-grade coach may be available to support the Colts if approached. The priority is to support the Colts lead coach and confirm a stable coaching team.

ACTION: Simon Hawthorne to meet with the Colts coaching group, clarify the support structure and report back.

- A change within the physio provider's team has created a potential issue for match-day cover. The provider is reviewing how matches will be resourced.

ACTION: Allow the physio provider time to resolve match-day cover; if required, the club will revisit a previous external physio enquiry as a contingency.

- Outstanding Pay-to-Play items continue to be followed up.

3. Finance

- The latest management position was noted. The committee considered that operating profit from clubhouse activities remains lower than expected, principally due to operating costs.
- Staffing efficiency and the underlying profitability of clubhouse activity were identified as areas for a future deeper review.
- Proposed changes to bar pricing and external hire tariffs were noted for later consideration under AOB / Operations.

ACTION: Finance and clubhouse operating margins to be reviewed in more detail at a future committee meeting.

4. Commercial and Sponsorship

- Commercial activity continues to build positively. A £5,000 sponsorship has been secured and further proposals are in active discussion, including a potential principal sponsorship arrangement.
- Committee members were encouraged to use their own networks to make introductions, with Millie able to tailor the existing sponsor prospectus / packs to individual opportunities.
- An electrical recycling initiative is being progressed. The proposed model would place a collection point at the club, with 60% of net sale proceeds returning to BRFC. A wider Hampshire rollout could also create an additional referral return to the club.
- The committee agreed that giving the recycling scheme a visible fundraising purpose would strengthen member engagement. A replacement defibrillator was discussed as one possible target, as the existing unit is ageing and replacement batteries are becoming difficult to source.

ACTION: Millie Harris to continue sponsorship discussions and provide tailored material for committee introductions.

ACTION: Explore funding / sponsorship options for a replacement defibrillator and confirm whether a suitable battery remains available for the existing unit.

- Player sponsorship contracts generated through the sponsorship platform were discussed. The committee wants the club's obligations to sponsors to be clear, proportionate and deliverable, particularly where standard template wording is broader than the actual package.

DECISION: Player sponsorships can proceed, but the standard terms should be reviewed so that promised benefits accurately match what the club can deliver. Larger sponsorship agreements should receive fuller contract review before signature.

ACTION: Millie Harris to review the sponsorship platform wording and confirm the practical signing / payment process.

5. Safeguarding, Medical and Player Welfare

- The club's Howden risk assessment and Medical Emergency Action Plan require their routine pre-season update.
- Access permissions within Proactive also need to be checked so that injury, concussion and medical information is visible only to the correct people and teams.

ACTION: Sarah Whatmore to complete the Howden risk assessment and Medical Emergency Action Plan update with the Men's Head Coach, and review Proactive access permissions.

6. Facilities

- Summer facilities work is substantially complete. The remaining priority is painting the changing-area corridor floor, subject to finding a suitable period for curing and ventilation.
- The Make & Mend programme was recognised as a major success. Volunteer input was estimated to have saved approximately £23,000–£24,000 of labour cost, while also strengthening club engagement and producing ongoing volunteer support.
- The committee agreed that the Make & Mend approach should continue, but requires clearer ownership and coordination.
- The Facilities Chair position remains vacant. The role does not need to be filled by a hands-on tradesperson; the key requirement is coordination of volunteers, contractors and facilities priorities.

ACTION: Chair / Secretary to explore potential Facilities Chair candidates through internal networks and external community contacts, including the local Men's Shed network.

7. Governance, Coaching and RFU Learning

- The new RFU / GMS learning platform is now live. Initial feedback at the meeting was that, once registered, it is clearer and easier to navigate than the previous system.
- The club needs an accurate list of all lead and assistant coaches for the new season before training requirements can be assessed properly.
- Once the coach list is confirmed, a club standard can be mapped against RFU requirements and a training-needs analysis produced. Where several coaches require the same qualification, the preference is to host courses at BRFC where possible.
- Headcase and safeguarding remain core expectations. TackleSafe is now a paid course; if BRFC decides to require it for relevant contact coaches, the club would need to fund / reimburse the fee.
- Inclusion / neurodiversity training was discussed positively. A two-hour group session is available, and the committee supported further investigation of funding and value-for-money options before committing expenditure.

ACTION: Simon Hawthorne to confirm the active coaching roster across all age groups, complete the coaching needs analysis and communicate required training to coaches.

ACTION: Simon Hawthorne to explore inclusion / neurodiversity training options, possible Hampshire funding, and opportunities to host priority courses at BRFC.

8. EPOS / GMS and Club Operations

- Installation of the new EPOS ecosystem is scheduled for Friday 21 August. The system will link with GMS membership information and is expected to improve member discount handling, stock control and finance reporting.
- Physical installation is planned for the morning, followed by user training in the afternoon. Attendance will be coordinated to keep the group manageable.

ACTION: Clubhouse Manager to coordinate the 21 August installation and training attendance, and circulate practical guidance to users.

- The weekly activity projection now circulated by the Clubhouse Manager is working well and will continue in place of creating an additional operations meeting.

9. Membership and Communications

- Membership registrations are beginning positively, with 118 members recorded on GMS at the time of the meeting.
- The committee would like stronger early registration from coaches and players, with continued promotion across club channels.

ACTION: Paddy Gilbert to continue membership promotion, with particular emphasis on players and coaches completing registration early.

- Membership benefits within sponsorship packages will be agreed case by case. A higher-value sponsor may receive a club membership, but player sponsorship does not automatically create full membership.
- International ticket access remains an opportunity to purchase tickets rather than an entitlement to free tickets.
- The BRFC WhatsApp channel has grown to approximately 250 followers. Read-through remains lower than follower numbers, but it is considered a useful additional route for club updates.
- The committee-update summary page will continue for now as a simple way to communicate what the committee has been working on, without creating extra reporting work for portfolio leads.

10. AOB

Event governance / ground conditions

- Queries relating to safeguarding, hard-ground conditions, risk assessment and medical provision for the recent hosted event were confirmed as addressed. The club recognised that it retains responsibilities as the host venue.
- Martin's Law preparation remains under control. Existing documentation will be revisited with the clubhouse team before Christmas to ensure requirements and records remain complete.

ACTION: Governance lead to review Martin's Law documentation with the clubhouse team before Christmas.

External hire and bar tariffs

- A market review has been completed and increases to external hire tariffs were proposed, generally ranging from 16% to 28% depending on room / event type.
- A bar increase of approximately 8–10p per pint from 1 September was proposed, while keeping BRFC competitive and maintaining a visible member benefit.

DECISION: No tariff change was formally approved at the meeting; the detailed proposal is to be circulated digitally for committee review before implementation.

ACTION: Detailed hire and bar pricing proposals to be circulated promptly, with comments requested within 24 hours and a target to agree changes before the new EPOS system goes live on 21 August.

Laundry / catering

- A good second-hand industrial washing machine is being investigated to increase laundry capacity rather than purchasing new equipment.
- Catering remains a significant operational risk. Recruitment for a chef / kitchen lead is ongoing and an applicant meeting is scheduled. College support has not yet been secured, and the club still needs sufficient supervision and delivery capacity for the season's meal requirement.

ACTION: Clubhouse team to continue chef / kitchen recruitment and confirm a workable catering supervision plan for the season.

Life membership

- A life-membership query was raised. The relevant Articles need to be checked before any conclusion is reached.

ACTION: Governance / Secretary to check the Articles and confirm the correct position on life membership.

Artificial Grass Pitch (AGP)

- The AGP project is time-critical. Information requested from portfolio leads remains outstanding and the club needs to respond to the RFU / Council / project partners by the end of August.
- The committee discussed the choice between a full-size pitch with posts, capable of hosting matches, and a smaller training-only option.

DECISION: The committee expressed a clear preference for the full-size AGP with posts and match capability, subject to the project's final design, land and partner constraints.

- Potential benefits noted included greater resilience during poor weather, the ability to host displaced fixtures, additional hire use and associated clubhouse revenue.

ACTION: Chair to re-circulate the AGP information request. Relevant portfolio leads to return outstanding data urgently so the club can submit its response by the end of August.

Women’s / U18 Girls integration

- The meeting closed on a positive rugby update: U18 girls have been training with the Women’s section on Wednesday evenings and feedback is positive, with the players enjoying the sessions.

11. Action Log

Owner	Action	Target
Simon Hawthorne	Review Colts coaching support with the coaching group and report back.	Before next meeting
Chair / Playing	Monitor match-day physio cover and use previous enquiry as contingency if required.	Ongoing / pre-season
Millie Harris	Continue sponsor discussions; support committee introductions with tailored packs.	Ongoing
Millie Harris	Review player sponsorship platform wording, obligations and signing process.	Before further contracts
Sarah Whatmore	Update Howden risk assessment, Medical Emergency Action Plan and Proactive permissions.	Within two weeks
Chair / Secretary	Explore candidates for Facilities Chair, including community networks.	Before next meeting
Simon Hawthorne	Confirm coaching roster and produce training-needs analysis / club standards.	Pre-season
Simon Hawthorne	Investigate inclusion training, funding and course-hosting options.	Report back
Clubhouse Manager	Coordinate EPOS installation and afternoon training.	21 Aug 2026
Paddy Gilbert	Continue membership promotion, particularly to coaches and players.	Ongoing
Governance Lead	Review Martin’s Law documentation with clubhouse team.	Before Christmas
Chair / Secretary	Circulate hire and bar tariff proposals for digital approval.	Before 21 Aug 2026
Clubhouse Team	Progress chef / kitchen recruitment and confirm catering supervision plan.	Urgent / pre-season
Governance / Secretary	Check Articles regarding life membership.	Before next meeting
Chair / Portfolio Leads	Return AGP data and submit project response.	By 31 Aug 2026

Meeting closed with thanks to all present.

Next scheduled committee meeting: Monday 14 September 2026, 19:00