



Tarleton Rugby Union Football Club

Minutes of Operational Management Group Meeting

Held at Tarleton RUFC on 1 October 2007

Those Present:

Hugh Paterson
John Parton
Andrew Gough
TBA

Representing:

Chairman
House & Grounds
Seniors/ House & Grounds

Apologies:

TBA

Child Welfare

Steve Ashley – Club Child Welfare Officer has formed a new team comprising:-

Steve Ashley
Greg Carlton
Louise Hardy
Sharon Fishwick

It is planned to allocate each CW team member a playing section responsibility e.g. minis whilst collectively the team will review policy and procedures.

8 coaches/team managers attended the RFU 'child welfare' training course run at the club but there were 5 late withdrawals. N.B. Child Welfare training has become a statutory requirement for all coaches & team managers. A further course will be run in the new year.

Advertising & Sponsorship

John Parton, assisted by Andrew Gough, has made good progress in securing the services of a company to produce and erect advertising boards.(£450 for the first year with a £300 annual renewal). A number of new companies are signing up and all future interests from the business community should be referred to JP/AG. Match day sponsors also being sought.

Altys and Booths to be targeted as additional main sponsors.

Commercial and Income Generation

A review team had met and identified a number of initiatives to improve income streams

- Commercial and Community lettings – need to appoint a lettings officer
- Sponsorship and advertising – ref above



Tarleton Rugby Union Football Club

- Merchandising – Large, priced poster of on-line range to be displayed in refectory and a display cabinet to be constructed in lobby. Supply of ties and socks to be ordered for direct sales
- Fund-raising co-ordinator needed to run 100 club, scratch cards etc
- Social Committee to look at additional events e.g. ladies evening
- **20p ‘smarties’ tubes have been distributed and are due back at the end of October. All coaches and team mangers to push this initiative amongst their squads.**
- Car stickers have been designed by AG and will be available for purchase shortly

Web and multi-media review

Chairman volunteered to be the principal conduit for all updates and new information being posted on the club website via Steve Charters, the web site manager. All future contributions should be channelled through HP for the time being until a permanent web co-ordinator is identified.

Need to recruit a press officer to develop the Club’s press and media profile.

Catering Review

One-month trial period with Pat Wood has now elapsed and a review group will meet with PW to discuss and agree best arrangements re.

- Staffing – paid and volunteer
- Financial performance & controls
- Purchasing
- Menus, portions and pricing

Review group to include HP/JP/SP/JJ/JP

Key holding and caretaking

Need to improve on building opening and closure procedures and communications, particularly at weekends. The building is being left open and lights left on. The club will try to secure the services of a part-time key holder/ caretaker living close by to cover the weekends.

Referees

The need to recruit club based referees was discussed and the opportunity to establish Tarleton as a referees society training centre. This will be progressed by JP/LH with a referees planning group.

Volunteer vacancies

Situations vacant exist for the following volunteer positions:

- Commercial and Business Development Convenor
- Catering Co-ordinator



Tarleton Rugby Union Football Club

- Press Officer
- Volunteer Recruitment Officer
- Lettings Officer and/or key holder/caretaker
- Fund-raising co-ordinator
- Web-site information co-ordinator

The club will provide outline job descriptions for all those positions on the club web site but also seek to recruit from agencies such as CVS and/or on-line volunteer web sites e.g. volunteer match and do-it.

World Cup Final 20-10-07

HP/JP have volunteered to organise a social//fund-raiser at the club on world cup final night. 50 tickets will be distributed on a first come first served basis. Food and 1st drink included in the £8.00 ticket price.

Zym's Gym

Changing room 5 is being developed as a temporary fitness gym and rehab centre by Andy Gough.

N.B. As a representative on the OMG, can you please ensure that this information is distributed to your section. The group was formed in part to improve communications.

Date of next meeting - tba