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| **South West Federation Committee Meeting Minutes** |
| **Date** | 25th January 2020 | **Venue** | Nailsea CC |
| **Time** | 10.30 – 1.00 |
| **Present** | Brian Wilson, Paul Francis, Richard Jackson, David Enticknap, Neil Morrison, Peter Kirby, Tony Mayer, Robert Moss, Stephen Custance-Baker, Linda Shaw  |

1. **Proposal to appoint to committee and co-opt Peter Kirby as Treasurer**
	1. Proposed by Tony Mayer, Seconded by David Enticknap, Agreed unanimously
2. **Minutes of last meeting**
	1. Oct minutes agreed and signed
	2. Nov minutes agreed and signed
		1. Considered postponing this meeting in future to allow for fuller consideration of issues raised at AGM
		2. Agreed to keep this as a brief review meeting and to schedule an additional meeting before the new year if necessary
3. **Treasurer’s report**
	1. Neil will hand everything over to Peter today
	2. Noted poor quality of membership returns this year
		1. Discussed late payment – we always get it eventually and don’t want to get too dogmatic about punctuality
		2. Considered imposing financial penalty for late payment – **Action:** **for decision at next meeting**
		3. Considered combining invoice for membership and league entry fees **Action: PK and SCB to consider and bring to next meeting**
		4. **Action: PK to notify committee of any unpaid fees by 14th Feb – email discussions if further action needed**
	3. Noted: £7,823.78 balance at the moment – this should be healthy enough for anticipated costs
	4. Neil thanked committee for our support
	5. Brian expressed our thanks to Neil for all his work
4. **Bank mandate**
	1. PK has access to accounts for viewing only at the moment
	2. Proposed that Peter Kirby is given authority to be a new authorised signatory on the bank account
		1. Proposed: BW, Seconded: RJ, Unanimously agreed
	3. BW and LS will be given read-only access **Action: paperwork to be completed at next meeting: PK**
5. **Financial year:**
	1. Discussed options. **Action: decision to be deferred to next meeting to allow PK to assess the pros and cons**
6. **SWAN advertising charges** confirmed:
	1. SWF full members: £24 and half page £12
	2. Associate or non-SWF members and individuals: £48 and £24
	3. Charges to be reviewed each summer
	4. Communication between editor and treasurer needs to be established
		1. **Action: LS to give PK and RF the relevant info**
7. **Peter Moore’s Bursary**
	1. Noted this generous offer and agreed that RM discuss the following with him: **Action: RM**
		1. Our appreciation and support for this
		2. Clarification about the administration of the scheme – will he do this or does he want SWF to do it
			1. How will people apply, who will make the decision
		3. That ultimately Peter has the final say about how it is used and our thoughts were:
			1. focus on new players (<25-year olds but don’t want to duplicate anything the CA might offer) with targeted coaching
			2. Perhaps link this to a high bisquers tournament – The Judith Moore Tournament?
			3. talent spotting, supporting e.g. through coaching
			4. supporting clubs to encourage competitive play e.g. workshops
8. **Our own bursary scheme**
	1. Agreed not necessary to extend this to cost of courses as other support available
9. **League Secretary’s report**
	1. Report circulated and noted
	2. Reminders going out on Monday for league entries – deadline is 31st January
	3. Noted poor qualify of entry forms e.g. conflicting dates and venues, no GDPR authorisation!
	4. Agreed that next year the entry deadline be brought forward by one week for dates to be in – to allow time for clarification and for details to be prepared for SWAN **Action: SCB**
	5. SWF reps for finals – some dates have been filled. **Action: All to contact SCB with their availability**
10. **National Short Croquet**
	1. Agreed that call for interested teams to be posted in Cygnet – if there is more than one, we will devise a way of selecting the one to go forward. **Action: LS**
11. **Development report**
	1. Discussed Paul’s report
	2. **Action: PF to write article for Cygnet on hints for good grant applications**
	3. **Action: Article in Cygnet gauging interest in running a schools’ tournament: PF / LS**
	4. Discussed ways of encouraging more interclub play as a way of sharing ideas as much as for the game
		1. Noted that travel is an issue for many
		2. Could consider a knockout e.g. along the lines of the Longman Cup with a winning team going forward to the National competition
		3. Also e.g. a Chair’s tournament – networking, Croquet matters and play
		4. **No decision made – to be carried forward to next meeting.**
12. **Coaching and handicapping**
	1. Richard’s report noted
	2. Agreed to run the Coaches Refresher Course at Bristol as a free event – more venues could be arranged if there is sufficient demand. **Action: RJ**
	3. CTC – considered running this in the north of the region. **Action: gauge demand via Cygnet. LS**
		1. **Action: SWCA to be asked if they would run this. RM**
		2. If we run it ourselves it was noted generally that it has not been our custom to charge significantly for this
		3. Noted that in our work we do not want to undermine the work of the SWCA
	4. Noted the requirement for Grade 1 AC coaches to have achieved Bronze Medal
		1. Similar consideration being given to GC coaches but there is no comparable criteria
	5. One request received for handicapping workshop – agreed this is a – possibility for 2021. **Action: Cygnet item to gauge demand. RJ / LS**
		1. **Action: Cygnet item requesting feedback further requests or more support following last round of workshops. RM / LS**
	6. Analysis of handicaps in relation to results circulated
		1. All highlighted clubs are renowned for poor lawns
		2. Does it take into account team composition – may be better players playing home matches
	7. CA request for SWF handicapper has been responded to
	8. Intro to AC course discussed
		1. SWCA have commented but no plans to run it
		2. Noted how Taunton CC are providing opportunities to try AC for GC players
		3. **Action: Cygnet article to promote the idea, seek ideas, gauge demand. RM / LS**
		4. **Action: RM to review and consult further**
		5. Concern expressed that there is no requirement that Coaches and Referees undertake any ‘continuing professional development’ to remain on the CA approved list.
			1. Noted that SWCA offered such a course but there was no take-up
			2. **Action: DE to draft our concerns for our Reps / CA**
13. **Constitution**
	1. Agreed updated version to be placed on website with thanks to DHW. **Action: LS**
	2. Constitution / League Rules review process
		1. Extensive discussion when it was agreed that the perspective and input from an arm’s-length group would be helpful
		2. Noted that such a process for Committee proposals does not affect the usual process of amendments being submitted at the AGM by members
	3. Outstanding constitution issues
		1. Section 8 – agreed that with the Review Group, we construct a proposal
			1. which reduces the number of named posts elected: Chair, Treasurer, Secretary, League Secretary, Development Officer
			2. Which authorises the committee to allocate other roles to elected / co-opted members (including website co-ordinator)
			3. Which increases committee size to 12
			4. **Action: Initial draft to be circulated BW/LS**
	4. Agreed that our own policies are reviewed every 2-3 years on by the committee but that views would be sought via Cygnet as part of this. **Action: LS**
	5. Noted there are other policy matters we ought to consider
		1. Safeguarding issues
			1. Noted info from CA which is to be highlighted in Cygnet. **Action: LS**
			2. Noted that CA support on this issue is poor
		2. Food hygiene
		3. Noted that these and other issues would be highlighted by clubs working with Croquet Matters
	6. Agreed that tighter control of AGM agenda is needed with time allocation for each item. **Action: BW**
14. **Committee roles**
	1. Draft circulated. **Action: All to provide details on their roles to LS**
15. **SWAN / Cygnet**
	1. **SWAN**
		1. Noted points made by RF
		2. Discussed the role of SWAN and Cygnet
			1. SWAN gets the season started, Cygnet for news etc
		3. Agreed essential content:
			1. League Match dates and contact details. **Action: SCB**
			2. Committee contact details
			3. Regional reps’ contact details
			4. Highlight rules changes. **Action: SCB**
		4. That there should be links to Constitution and League rules – not the full text
		5. That a brief ‘on the day’ checklist for League matches should be included. **Action: PF to send his work to SCB**
		6. Agreed deadline for printing is 1st March with distribution by the end of the month
	2. Cygnet
		1. To include the year’s results and finals reports. **Action: SCB/LS**
		2. Agreed this be sent to all clubs in the SW whether or not they are SWF members
			1. This be done as a trial with an email explaining reason for this
16. **Website review**
	1. No interest has been expressed in taking on Co-ordinator role from anyone
	2. The key points are that the info is correct and that links work
	3. Considered who the audience would be – nothing at the moment for people newly interested in the game
	4. As many changes identified can be undertaken by Alison, she will be asked to do these. **Action: LS in consultation with others**
17. **Regional Reps**
	1. Concern expressed that we are still unclear how they will be relating to the SWF (also clubs and individuals).
		1. Agreed we request one named Rep to be the contact for this committee. **Action: LS**
		2. Until we receive this, we will send all communication to all three and if there is no follow up in a reasonable time, we will prompt all three
		3. Differing views reflected on charging members for Fixtures List / Gazette – could be raised by individuals if they want to
		4. Noted DK’s warning we might be asked to undertake CA admin in certain areas and agreed this would not be acceptable
18. **AOB**
	1. None
19. **Dates of next meetings**
	1. 22nd March 10.30 – 1.00: venue tbc
	2. 14th July 10.30 – 1.00: rescheduled from 19th July and only to be held if necessary: venue tbc
	3. 11th October 10.30 – 1.00: venue tbc

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| **Signed as a correct record**  |
| **Name** |  |
| **Signature** |  |
| **Role** |  |
| **Date** |  |