

South West Federation Committee Meeting Minutes			
Date	25 th 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**
 - a. Proposed by Tony Mayer, Seconded by David Enticknap, Agreed unanimously

2. **Minutes of last meeting**
 - a. Oct minutes agreed and signed
 - b. Nov minutes agreed and signed
 - i. Considered postponing this meeting in future to allow for fuller consideration of issues raised at AGM
 - ii. 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**
 - a. Neil will hand everything over to Peter today
 - b. Noted poor quality of membership returns this year
 - i. Discussed late payment - we always get it eventually and don't want to get too dogmatic about punctuality
 - ii. Considered imposing financial penalty for late payment - **Action: for decision at next meeting**
 - iii. Considered combining invoice for membership and league entry fees **Action: PK and SCB to consider and bring to next meeting**
 - iv. **Action: PK to notify committee of any unpaid fees by 14th Feb - email discussions if further action needed**
 - c. Noted: £7,823.78 balance at the moment - this should be healthy enough for anticipated costs
 - d. Neil thanked committee for our support
 - e. Brian expressed our thanks to Neil for all his work

4. **Bank mandate**
 - a. PK has access to accounts for viewing only at the moment
 - b. Proposed that Peter Kirby is given authority to be a new authorised signatory on the bank account
 - i. Proposed: BW, Seconded: RJ, Unanimously agreed
 - c. BW and LS will be given read-only access **Action: paperwork to be completed at next meeting: PK**

5. **Financial year:**
 - a. Discussed options. **Action: decision to be deferred to next meeting to allow PK to assess the pros and cons**

6. **SWAN advertising charges confirmed:**
 - a. SWF full members: £24 and half page £12
 - b. Associate or non-SWF members and individuals: £48 and £24
 - c. Charges to be reviewed each summer
 - d. Communication between editor and treasurer needs to be established
 - i. **Action: LS to give PK and RF the relevant info**

7. Peter Moore's Bursary

- a. Noted this generous offer and agreed that RM discuss the following with him: **Action: RM**
 - i. Our appreciation and support for this
 - ii. 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
 - iii. 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

- a. Agreed not necessary to extend this to cost of courses as other support available

9. League Secretary's report

- a. Report circulated and noted
- b. Reminders going out on Monday for league entries - deadline is 31st January
- c. Noted poor quality of entry forms e.g. conflicting dates and venues, no GDPR authorisation!
- d. 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**
- e. SWF reps for finals - some dates have been filled. **Action: All to contact SCB with their availability**

10. National Short Croquet

- a. 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

- a. Discussed Paul's report
- b. **Action: PF to write article for Cygnet on hints for good grant applications**
- c. **Action: Article in Cygnet gauging interest in running a schools' tournament: PF / LS**
- d. Discussed ways of encouraging more interclub play as a way of sharing ideas as much as for the game
 - i. Noted that travel is an issue for many
 - ii. Could consider a knockout e.g. along the lines of the Longman Cup with a winning team going forward to the National competition
 - iii. Also e.g. a Chair's tournament - networking, Croquet matters and play
 - iv. **No decision made - to be carried forward to next meeting.**

12. Coaching and handicapping

- a. Richard's report noted
- b. 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**

- c. CTC - considered running this in the north of the region. **Action: gauge demand via Cygnet. LS**
 - i. **Action: SWCA to be asked if they would run this. RM**
 - ii. If we run it ourselves it was noted generally that it has not been our custom to charge significantly for this
 - iii. Noted that in our work we do not want to undermine the work of the SWCA
- d. Noted the requirement for Grade 1 AC coaches to have achieved Bronze Medal
 - i. Similar consideration being given to GC coaches but there is no comparable criteria
- e. One request received for handicapping workshop - agreed this is a possibility for 2021. **Action: Cygnet item to gauge demand. RJ / LS**
 - i. **Action: Cygnet item requesting feedback further requests or more support following last round of workshops. RM / LS**
- f. Analysis of handicaps in relation to results circulated
 - i. All highlighted clubs are renowned for poor lawns
 - ii. Does it take into account team composition - may be better players playing home matches
- g. CA request for SWF handicapper has been responded to
- h. Intro to AC course discussed
 - i. SWCA have commented but no plans to run it
 - ii. Noted how Taunton CC are providing opportunities to try AC for GC players
 - iii. **Action: Cygnet article to promote the idea, seek ideas, gauge demand. RM / LS**
 - iv. **Action: RM to review and consult further**
 - v. 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

- a. Agreed updated version to be placed on website with thanks to DHW.
Action: LS
- b. Constitution / League Rules review process
 - i. Extensive discussion when it was agreed that the perspective and input from an arm's-length group would be helpful
 - ii. Noted that such a process for Committee proposals does not affect the usual process of amendments being submitted at the AGM by members
- c. Outstanding constitution issues
 - i. 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

- d. 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**
- e. Noted there are other policy matters we ought to consider
 - i. 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
 - ii. Food hygiene
 - iii. Noted that these and other issues would be highlighted by clubs working with Croquet Matters
- f. Agreed that tighter control of AGM agenda is needed with time allocation for each item. **Action: BW**

14. Committee roles

- a. Draft circulated. **Action: All to provide details on their roles to LS**

15. SWAN / Cygnet

a. SWAN

- i. Noted points made by RF
- ii. Discussed the role of SWAN and Cygnet
 - 1. SWAN gets the season started, Cygnet for news etc
- iii. 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**
- iv. That there should be links to Constitution and League rules - not the full text
- v. That a brief 'on the day' checklist for League matches should be included. **Action: PF to send his work to SCB**
- vi. Agreed deadline for printing is 1st March with distribution by the end of the month

b. Cygnet

- i. To include the year's results and finals reports. **Action: SCB/LS**
- ii. 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

- a. No interest has been expressed in taking on Co-ordinator role from anyone
- b. The key points are that the info is correct and that links work
- c. Considered who the audience would be - nothing at the moment for people newly interested in the game
- d. 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

- a. Concern expressed that we are still unclear how they will be relating to the SWF (also clubs and individuals).
 - i. Agreed we request one named Rep to be the contact for this committee. **Action: LS**

- ii. 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
- iii. Differing views reflected on charging members for Fixtures List / Gazette - could be raised by individuals if they want to
- iv. Noted DK's warning we might be asked to undertake CA admin in certain areas and agreed this would not be acceptable

18. AOB

- a. None

19. Dates of next meetings

- a. 22nd March 10.30 - 1.00: venue tbc
- b. 14th July 10.30 - 1.00: rescheduled from 19th July and only to be held if necessary: venue tbc
- c. 11th October 10.30 - 1.00: venue tbc

Signed as a correct record	
Name	
Signature	
Role	
Date	