

South West Federation Committee Meeting Minutes	
Date	22.3.20 Due to Covid 19, discussions were held electronically

Note

The season has been disrupted by Covid 19. The situation is liable to frequent and currently unpredictable guidelines.

The CA is providing clubs with guidance. The role of the SWF committee is to

- Keep informed about advice from the Government and the CA and act accordingly at all times
- Keep members informed of decisions regarding League Play

Minutes

The virtual nature of this meeting means that it has not been possible to resolve some items in a timely manner so discussion continues - all such matters will be followed up and recorded in the next minutes.

1. Minutes of last meeting

- a. Were agreed as a correct record

2. Matters arising

- a. Any matters arising are raised throughout these minutes

3. Treasurer's report

- a. Finances update from Peter - report presented - see below and accepted
 - a. Agreed by majority vote the proposal: "*that the financial year-end remains October 31st, and the Ledger is closed shortly after to allow for a timely preparation of accounts prior to the AGM*".
 - b. Agreed that Bob Whiffen (Bristol CC) be thanked for agreeing to verify the accounts and that his offer to be accepted. **Action: Peter**
 - c. Work on creating a combined membership / league fees form is almost complete and will be ready for November. **Action: Peter and Stephen**
 - d. 'Early bird' fees discount - the issue has been discussed and a decision is to be carried forward to the next meeting
 - e. On line banking: it is not possible to provide Chair and Secretary read-only access to bank account so Peter proposes that one other person has full access. There are various views on this and discussion will be carried forward for decision by the next meeting.
 - f. Refunds of fees to be carried forward to next meeting

4. League Secretary's report

- a. Report presented - see below
- b. Statement has been sent to all League Secretaries suspending League Play until at least 1st June
- c. The situation is likely to be very uncertain over the coming months. This will be monitored and appropriate actions / decisions made including any possibilities for inter-club play. **Action: Stephen / committee**

- d. Website will be updated to show current state of the Leagues.
Action: Stephen
- e. The Spring Short Croquet tournament has been cancelled and participants informed by John G

5. National Short Croquet

- a. John Grimshaw has kindly taken on the task of arranging play offs between Bristol, Kington Langley and Sidmouth for the National SC competition this year. Clearly this is now in the balance - situation to be monitored. **Action: John / committee**
- b. Identifying qualifying team for National SC competition
 - i. Consensus that this should be the team that wins the new SWF SC League
 - ii. Noted this might be a problem this year!
 - iii. Noted the handicap conditions are different for each competition but that there would be ways of resolving this – ours are more stringent and any team would be able to meet national ones
 - iv. Discussion to continue

6. Development report

- a. Paul's report presented - see below
- b. Croquet Matters - noted the disappointing uptake apart from Bristol CC **Action: Paul**
- c. Schools Tournament - agreed to defer til 2021 **Action: Paul**
- d. Peter Death and Ian Burrige are working on a scheme for assisting clubs during the current crisis. An announcement should be made soon

7. Judith Moore bursary

- a. Summary of situation below
- b. Consensus that options b) and c) as set out below are supported and that the committee work with Peter Moore to set up and implement this
- c. Details to be worked through with Peter. **Action: Linda, Peter K**

8. Coaching Liaison Officer's report

- a. See Richard's report below
- b. Noted the Coaches' Refresher course planned for March has been postponed - probably until 2021
- c. The SWF Committee thanks Dave Kibble, Roger Mills and Stephen Custance-Baker for their work in preparing an interesting programme and to Bristol Croquet Club for agreeing to host this event. **Action: Richard**

9. Handicapping report

- a. See Richard's report below
- b. Analysis of the 2019 SWF League handicap games showed three clubs with exceptionally high performance, one AC and two GC. The Federation Handicapper contacted all three clubs, and is satisfied

that this is largely due to home advantage because of their challenging courts.

10. Constitution review

- a. This is an on-going and complex piece of work which will be recorded separately from these minutes
- b. The item will continue to appear on SWF Committee Agenda

11. SWAN

- a. See update on Rhona's excellent work below
- b. There are ongoing distribution issues which will be resolved as conditions permit. **Action: Linda, Robert**
- c. Further issues on next year's SWAN will be discussed before the next meeting

12. Cygnet

- a. Agreed that this continue to be sent to non-member clubs **Action: Linda**

13. Website

- a. Article requesting volunteer to scope all Feds websites to appear in Cygnet **Action: Linda**

14. AOB

- a. None

15. Date of next meeting

- a. The situation for the rest of the year is very uncertain but the dates are:
 - i. 14th July 10.30 - 1.00 - this is likely to be managed electronically
 - ii. 11th October 10.30 - 1.00: venue tbc
 - iii. 15th November AGM

Signed as a correct record	
Name	
Signature	
Role	
Date	

Treasurer's report

Cash Reconciliation

The cash reconciliation for the accounts up to the 18th March 2020 is shown on the next page. If committee members need further information on any entry, please email me.

Income and Expenditure shows an increase in income as all full memberships have been paid, the amounts are broadly in line with the same period in 2019.

Creditors / Debtors

Four invoices have been sent out this week for a total of £48 for SWAN adverts and payment is awaited.

Club Membership Returns

39 Club Returns have been received showing a total of 1690 club members and League Fees are in accordance with the League Secretary's team entries. There are 30 Full members and 9 affiliated members.

All member clubs have paid the fees due.

Coronavirus

Please see on page 3 potential impacts of coronavirus, assuming in the worst case scenario refund of Short Croquet Tournament Fees, League Fees and Membership Fees. It seems to be clear that if the tournament(s) / League(s) are cancelled then a refund is appropriate. If the whole season is cancelled then there might be an argument that Membership Fees should also be refunded, although this decision can be deferred to a later date.

It is proposed that any refunds are rolled-up into one payment due at the end of the season, to reduce the number of financial transactions.

Note that even in this worst-case scenario losses that would be incurred would be adequately covered by reserves.

Peter Kirby



South West Federation of Croquet Clubs



Cash Reconciliation to 30th September 2020

INCOME	2020	2019
Subscriptions	804.60	836.4
Association league fees	504.00	520
Short league fees	104.00	
Golf league fees	544.00	504
Short croquet fees	1,200.00	1140
SWAN Adverts	12.00	180
AGM	570.00	615
CTC Coaching Course	0.00	0
CA refund of travel expenses	0.00	0
Donations	0.00	0
Sundries	0.00	6
	3,738.60	3,801.40
EXPENSES		
Subs Refund	0.00	0
SWAN production	710.00	710
Trophies	0.00	128.1
League finals	0.00	396
Short croquet	0.00	920
Coaching expenses	0.00	20.98
Travel expenses	0.00	518.24
Bursary travel expenses	0.00	234.6
Workshops	115.00	0
SWF Website	135.00	135
AGM	585.00	615
Administration	0.00	0
Sundries	59.49	157.94
	1,604.49	3,835.86
CURRENT ACCOUNT		
B/F from 31/10/19	5,653.27	5,687.73
Income	3,738.60	3,801.40
Expenditure	1,604.49	3,835.86
Closing Balance		7,787.38
		5,653.27
		Peter Kirby
		Treasurer
I confirm that this statement of accounts is prepared from records and information available, and that I consider it to be a true representation of the South West Federation assets as at 31st October 2020		



South West Federation of Croquet Clubs



Coronavirus Impact

Impact of Coronavirus of events being cancelled.			
Short Croquet Tournament			
Refund of Entry Fees		-1240	
Nailsea Lawn Hire		440	based on 2019 costs
Budleigh Lawn Hire		480	based on 2019 costs
	Net impact	-320	
League Fees			
Refund of Entry Fees		-1152	
Lawn Hire		330	based on 2019 costs
Plaque for League Winners		128.1	based on 2019 costs
	Net impact	-693.9	
League Membership Fees	Net impact	-804.6	
	Total Net Impact	-1818.5	

League Secretary's Report: March 17th 2020

Clearly, all matters relating to the leagues are completely overshadowed by the current health crisis. As the news and guidance on this is evolving day by day it is impossible to be categoric about the whole season's league competitions.

I will start by describing the state of the leagues as they exist at present and then suggest a way forward.

I would like, if possible, to have some inter-club matches in the south west this season without encouraging any club or player to take unnecessary risks.

League Matches

We have had one withdrawal (Camerton & Peasedown from the Federation League due to a lack of suitable players) and the number of scheduled matches is therefore now 380.

143 teams are involved in these matches and all entries and league fees have been paid.

Arrangements for Finals

The dates and venues for all of the 8 finals have been arranged with two matches on each day of the last two weekends in September.

I have had volunteers to be SWF rep at 5 of these (Paul, Brian, Linda, Robert, Stephen) but I still need representatives for:

Saturday September 19th : Advanced Div 3 at Bristol

Saturday September 19th : Short Croquet at East Dorset

Saturday September 26th : AC Federation at Cheltenham

Tables for SWAN

Club contacts

Club contacts details have been sent to Rhona Foster for inclusion in SWAN.

2020 League Fixtures

These have been formatted and have been sent to Rhona Foster for inclusion in SWAN.

2019 League Results

It was decided at the last meeting that these would no longer be published in SWAN but would be put on the SWF website. This has now been done and the block tables for 2019 can be accessed for each league via a link at the bottom of the 2020 League Tables page.

The league winners from previous years are shown on the SWF Roll of Honour page.

National Short Croquet

I recommend that, as with other national knockout competitions, the team that wins the SWF Short Croquet league should be invited to represent the South West the following year.

The 2020 Season

However, in the light of the latest advice, warnings and projections I don't think we can allow the league season to start as though nothing was

happening. Of particular relevance is the advice on limiting travel and I propose the following.

- 1 All matches arranged up to the end of May are to be cancelled.
- 2 The clubs involved are invited to re-arrange their matches for the latter half of the season, in the hope that some kind of normality will have returned by then.
- 3 This will be reviewed over the next two months with a decision about June's matches being made by mid-May or earlier.

Stephen Custance-Baker
League Secretary

Development Officer's Report

It has been a fairly busy period with grant applications and other developments.

Plymouth Croquet Club

At the recent Development Committee Meeting a £5000 loan to purchase an automatic mower was approved. Plymouth have accepted the offer.

Moreton in Marsh

In a flurry of activity, the new club is taking shape. The 50-year lease for the site has been signed at a very low annual cost. The club has registered with the CA, has a steering group, constitution, business plan and substantial donations.

A local company has provided a very low quote for the groundwork and lawn preparation (the site is big enough for two/three lawns).

They will do their own mowing etc. and have a quote for a good quality mower.

John Reddish (the Chair of the Development Committee) had already earmarked a grant for the club until the CA announced its moratorium on grants. This has not deterred the new club and their plans are still on track.

We will submit an early grant application for £5000 to ensure we are at the front of the queue when normal service is resumed.

I have all the documents and have to report that the steering group have done a super job.

I expect Moreton in Marsh to be fully operational in April 2021. I am sure they will prove to be a great asset for the SWF.

I plan to make regular trips there to help with the project. Would be very happy to share my visits with colleagues.

Croquet Matters

A poor response level which has only been recently brightened up by Dave Kibble's request to meet up to plan a session at Bristol Croquet Club where he is the new Chair.

School Project

No club has come forward although there have been a few individual enquiries. My opinion is that we need to put this on hold this year and look to 2021 to run a pilot. I propose I ask my home club Bath to assist me alongside Camerton. The BANES area where both clubs are located has many private and state secondary schools.

Judith Moore Bursary

Peter originally proposed to set up a bursary fund in memory of his wife Judith to encourage and support new players into competitive play.

He suggested

- a) paying 50% of CA premium membership fee
- b) paying tournament entry fee for the first 3 'fixtures book' tournaments entered by a beneficiary of a)
- c) paying the first tournament entry fee for the first 'fixtures book' tournament entered by anyone not eligible under a)

Robert discussed the committee's responses with him and Peter reiterated the focus on

- premium membership
- competitive play.
- Clearly defined criteria

He did not favour any of the other suggestions the committee made but it would support beginners and under 25s anyway.

Peter had consulted others including Brian Shorney who favoured b) or c) and suggested that an award should put an onus on the recipient's club to prepare them properly for tournament play.

- There is disagreement amongst us on this point - is this the CA's responsibility - resources are available (Your First Tournament) - a club may not have this sort of experience anyway

In terms of administrating the bursary, Peter would like the SWF to do that - he is willing to support but I don't know what that would actually mean. Applications would be made to the SWF and a decision would be automatic if the clear criteria are met.

I think we are all very supportive of this initiative so I suggest the following process based on Robert's thoughts (and with Peter's subsequent approval)

- Agree which elements of the proposal we would like
 - I think we generally favour b) and c)
- Agree we support the fund and are prepared to administer it
 - maybe the Treasurer, Secretary and one other should see the application and approve or reject it and responsibility for the rest of the admin agreed e.g. who informs the applicant, tells Peter, tracks the evidence
- Application form is prepared
 - Background to the award
 - Who can apply - eligibility criteria
 - E.g. Premium CA member of a Full SWF member club
 - What can be applied for and evidence for this - will the award only be paid on confirmed attendance at the tournament?
- Letters of offer and refusal of award are prepared as standard documents
- Any deadlines or restrictions e.g. must be applied for before the tournament takes place even if it's not paid til after

Coaching report

A Coaches Refresher Workshop to be held at Bristol CC under SWF auspices was planned for March 26th and advertised in Cygnet and by emailing all qualified coaches in the Federation.

We had 12 takers (all in response to the email); Dave Kibble, Roger Mills and Stephen Custance-Baker agreed to prepare a programme and run the event. Government advice has made us postpone the workshop indefinitely; the start of the season seems the best time to hold such a workshop, so I suggest we aim at holding it at the start of the 2021 season.

Handicapping Report

At the last meeting, three clubs were identified as having exceptionally good results for handicap league matches in 2019, 1 AC, 2 GC. All had challenging courts, giving them exceptional home advantage.

S C-B agreed to separate home and away results. These showed close to average away results for the GC clubs, but a 2:1 away win ratio for the AC Club.

Richard phoned all three handicappers to discuss the results. The GC Clubs had team players improving by 2-3 during the season, no manual changes, the AC Club had made one manual change and had been in contact with S C-B on a separate handicap matter.

Conclusion: no action needed this year, review next year as normal.

Constitution review group update

See separate document - you probably won't all like the format but it makes sense to me!

I collate all the email comments onto one document so it's easier to reference with hindsight.

Then I condense these and put them into a copy of the current constitution in boxes situated directly under the clause they relate to.

There is a review group looking at this - so this is for info only at this stage - we all get copied into the review group's discussions I think and I think that for a while this is where comments should be made - do say if you disagree

SWAN

I haven't seen a hard copy yet but Rhona seems to have done a sterling job and has had little to go on in terms of process, combined with us introducing a new format this year.

This has highlighted the need for us to have a clearly written process and I will be incorporating this into our committee roles / tasks document.

Number of copies

- Peter provided us with an up to date list of club membership and we used that as a basis for allocating the number of copies
- We are sending 3 copies to Affiliate members but they have no entitlement any more to this so we need to agree whether or not to

include them again - it costs us to send it - or make them pay for it or make an abridged on-line version available.

- There were several CA copies - Office, Chair, President, Gazette - I suggested Rhona contact them to find out if they actually want them
- We'll let the Reps know to pick them up from their club?

Distribution

- Plans are all over the place this year as we probably won't be able to distribute at Nailsea
- Rhona's asked us to consider having a distribution manager to co-ordinate this
 - This is interesting because this could be someone nearer the centre of the region - it could mean using a printer near them and making the process a bit easier
- Should we put a copy on the website with personal contact details removed?
- Should we be aiming to distribute SWAN earlier in the season - it is normally quite close to the first League games by the time some clubs see it?

Printing

- Rhona is researching cheaper options but this could tie in with having a distribution manager