

**SWF of Croquet Clubs
Notice of AGM 15th November 2020**

To all SWF member clubs and SW Representatives to CA Council.

- Our AGM will be held on Sunday 15th November 2020 from 10.00 - 12.00.
- Doors will open at 9.30 so there will be plenty of time to register, get ourselves sorted and ready to start at 10.00.
- It will be followed by a short comfort break then an opportunity to reconvene and share views on topics of your choosing.
- The meeting will be held by Zoom - details of how to participate (Meeting Protocols) may be found on p10 of this document.

Registration

Full-Member clubs are asked to register their voting delegates by Friday 13th November

This will enable us to manage the voting process more effectively. The following information should be sent to Linda Shaw lindawithani@hotmail.com

Name of Club	
Delegate 1	Delegate 2
Name	Name
Email	Email
If only 1 delegate is able to attend, or if you inform us that both delegates will be attending on the same device, we will arrange to allocate the two votes to that person / device.	
Please tick one box only	<input type="checkbox"/> Each delegate will be using their own device
	<input type="checkbox"/> The delegates will be using the same device

It would be helpful if any club is unable to attend, their apology is sent to Linda by 13th November

We expect each club to be able to send a delegate to this meeting, so there will be no proxy voting

Standard voting rights as set out in our Constitution, will apply.

5b. Full member clubs ... are empowered to appoint two voting delegates (who are not members of the Federation Committee) and any number of observers to attend any General Meeting. 5c. Affiliate member clubs ... are only entitled to observer status at General Meetings. 7d. (at an AGM) at least one third of the Delegates and Committee entitled to attend shall form a quorum. 8e. Members of the Committee shall have their own vote at a General Meeting and, if required, the Chairman shall have an additional casting vote. 12. No provision of this Constitution shall be amended, save by a Resolution voted for by a two thirds majority of those present and entitled to vote at a General Meeting.

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Agenda

1. Welcome
2. Meeting protocols
3. Apologies
4. Minutes of the last meeting - these may be found on our website:
<https://www.swfcroquet.org.uk/wp-content/uploads/2020/02/agm-minutes-2019.pdf>
5. Matters arising
6. Chair's report
7. Treasurer's report
 - a. Proposal: agreeing the accounts - these will be circulated a week or so before the AGM
 - b. Proposal: that Bob Whiffen (Bristol CC) verifies the accounts in 2021
 - c. Proposal: For 2021 the structure of fees shall be as set out below If payment is received on or before March 7th 2021 a discount is applied as shown in the final column.

Item	Cost	Comment	Discounted amount
Full-Membership fee - per playing member <i>Subject to maximum fee of £29</i>	£0.45	Currently 60p <i>Currently £36</i>	£0.40
Affiliate Membership fee	£3.00	No change	N/A
League entry per team	£6.70	Currently £8.00	£6.00
Short Croquet team events - per team	£17	Currently £20	£15.00

8. League Secretary's report
9. Development Officer's report
10. Regional Coaching Officer's report
11. Handicapping Officer's report
12. Election of Committee - see list of nominations below
13. Constitutional changes - see proposals below
14. League rules changes - see proposals below
15. Report from SW Representatives to CA Council
16. AOB
17. Date of next AGM - 14.11.21 - Batch County Hotel has been booked!

Proposal: Nominations to Committee

Post	Name / Club	Proposer	Second
Chair	Brian Wilson <i>Camerton & Peasedown</i>	Mo Boys <i>Chair Camerton & Peasedown</i>	Graham McCausland <i>Chair Nailsea</i>
League Secretary	Stephen Custance-Baker <i>Taunton Deane</i>	Tony Mayer <i>Chair: handicapping committee Swindon</i>	Linda Shaw <i>Safeguarding Officer Nailsea</i>
Secretary	Linda Shaw <i>Bristol, Nailsea</i>	Joan Timmins <i>Minutes Secretary Nailsea</i>	Chris Frew <i>Secretary Bristol</i>
Treasurer	Peter Kirby <i>Bristol</i>	Chris Frew <i>Secretary Bristol</i>	Linda Shaw <i>Safeguarding Officer Nailsea</i>
Development Officer	Paul Francis <i>Bath</i>	Andrew Willis <i>Chair Bath</i>	Linda Shaw <i>Safeguarding Officer Nailsea</i>
Coaching Officer	Richard Jackson <i>Bristol</i>	Chris Frew <i>Secretary Bristol</i>	Bob Whiffen <i>Treasurer Bristol</i>
Handicapping Officer	Richard Jackson <i>Bristol</i>	Chris Frew <i>Secretary Bristol</i>	Bob Whiffen <i>Treasurer Bristol</i>
Communications Officer	None received		
Youth Officer	None received		
Committee member	Tony Mayer <i>Swindon</i>	Neil Morrison <i>Treasurer Swindon</i>	John Small <i>Chair Swindon</i>

Proposals: Constitutional changes

These proposals have been prepared by the Committee with the much-appreciated assistance of the Constitutional Review Group: Keith Southern, David Harrison-Wood and Dave Kibble. We are very grateful to them for their painstaking scrutiny and constructive input.

To make it more digestible this document is presented as it would read if all the proposals are accepted by the AGM. Apart from grammatical and consistency improvements, changes are in red lettering. They may be compared with the current version by referring to the Constitution on our website <https://www.swfcroquet.org.uk/constitution/>

Many of these changes are we hope, not contentious and we are presenting them as three proposals.

Proposal 1:

To accept the changes made for reasons of consistency, grammar and punctuation

- References to SWF, Federation, SW Federation are standardized to SWF
- The terms Full-Member and Affiliate-Member are now hyphenated
- The benefits of membership have been re-ordered in Sections 5a and 5b and two more clarified

Proposal 2:

To accept the changes made to **Section 7 General Meetings**

- These have been made to give clearer guidelines on when meetings are held, to improve on the current wording and to allow for the changes proposed in Section 8.

Proposal 3:

To accept the changes made to **Section 8 The Committee**

- These are the most significant changes and the ones that caused the debate and confusion at last year's AGM.
- They have been designed to enable direct election by members to some key positions and to allow the committee to co-opt, if necessary, others with the relevant skills. The opportunity has been taken also to clarify wording by improving precision without changing believed intent.

Proposed Constitutional Changes

1. Name

The Federation shall be **named** The South West Federation of Croquet Clubs (**SWF**) and shall be run under the auspices of the Croquet Association.

2. Area of Influence

The Area of Influence (**the Area**) of the SWF shall be Gloucestershire, Somerset, Wiltshire, Dorset, Devon, Cornwall, Worcestershire and South Wales, or current equivalent administration boundaries.

3. Object

The **Object** of the SWF shall be to provide, within the Area, a **forum and focus** for croquet clubs and to promote the **sport** of Croquet.

4. Activities

In consultation with **all** Member Clubs, and liaising as necessary or expedient with the CA:

- organizing competitions and other events
- providing development assistance to its Member Clubs

- providing accessible means of sharing information with its Member Clubs
- promoting croquet within the Area

5. Membership

a. Full-Member Clubs

Each croquet club (or croquet section of multi-sports clubs) within the Area is eligible for Full-Membership of the SWF providing it is a Member of the CA.

Those outside the Area are also eligible, each at The Committee's discretion.

Full-Member Clubs are entitled to:

- enter competitions organised by the SWF
- attend **training, informational and other events** organised by the SWF
- receive developmental support from the SWF
- claim any Bursaries or awards that may be available from the SWF
- **submit Proposals to General Meetings (7b)**
- **propose candidates for election to The Committee (8g)**
- **attend and vote at General Meetings (7)**
- receive all electronic communications from the SWF
- receive hard copies of documents produced in that form by the SWF (the number of such documents supplied to each Full-Member Club will be determined by The Committee)

Affiliate-Member Clubs

Clubs situated in the Area that are newly established or not members of the CA are eligible to be an **Affiliate-Member Club** of the SWF.

Affiliate-Member Clubs are entitled to:

- attend **training, informational and other events** organised by the SWF, subject to availability of places and payment of any fee charged
- receive basic developmental support from the SWF, subject to availability of Development Officer/s and payment of any fee charged
- **attend General Meetings at which they may speak but not vote**
- receive all electronic communications from the SWF

6. Annual Subscriptions

- The rates of Subscription for all classes of membership shall be determined by the Annual General Meeting.
- These rates of Subscription shall take effect immediately. Subscriptions are due on 1 January, payable within 30 days.
- Any** Member Clubs wishing to resign from the SWF must inform the Secretary not later than the Annual General Meeting.

7. General Meetings

- The Annual General Meeting shall be held in or about November of each year **but not later than 1st December** to **approve the examined accounts**, elect **The Committee including direct election to the posts specified in 8a**, appoint an independent examiner, and transact general business.
- A Proposal for inclusion in the Agenda of the Annual General Meeting may be submitted by either The Committee or by a Full-Member Club and must be sent to the SWF Secretary in writing or by electronic means, to arrive at least six weeks before the date of the AGM.**
- Proposals to the AGM will not be tabled if **The Committee decides that the matter was resolved at the previous AGM - unless it decides that circumstances have changed sufficiently to merit further debate.**

- e. A Special General Meeting may be called either by The Committee or by a petition signed by the Secretaries of at least half of the Full-Member Clubs.
- f. At least four weeks' notice of any General Meeting shall be given. At a General Meeting, one-third of the Delegates and The Committee entitled to **vote** shall form a quorum.
- g. The Committee shall have the duty to arrange the Annual General Meeting, and any Special General Meeting on receipt of the requisite petition.
- h. A Proposal to a General Meeting may be passed by a simple majority of those present and entitled to vote. **(This does not apply to Proposals for Dissolution or to amend the Constitution - see Rules 10 and 12).**
- i. **Each Full-Member Club may have two votes, cast by their authorised Delegates, who must be members of a Full-Member Club.**
- j. **If a Club has only one Delegate at a General Meeting, that Delegate may cast both votes for the Club.**
- k. **A Committee member may act as a Delegate for a club only if they are a member of it.**
- l. **Each Committee member shall have their own vote at a General Meeting in addition to any club Delegate votes they carry.**
- m. **No person may cast the votes of more than two clubs. No person may cast more than 4 votes.**
- n. **If votes are tied, the proposal will be declared as not having a majority and will not be carried.**

8 The Committee

- a. The Committee shall consist of up to 12 persons to be elected annually comprising Chair, Secretary, Treasurer, League Secretary, Development Officer (candidates to be directly elected to these positions) and up to 7 other people.
- b. Nominations for election must be sent to the Secretary in writing or by electronic communication to arrive no later than six weeks before the date of the AGM.
- c. Each candidate for election must be a member of a Full-Member Club and must be proposed by two officers of any Full-Member Club.
- d. Upon election, each member of The Committee shall hold office until the next Annual General Meeting unless replaced at a prior Special General Meeting. However, the Chair may not be elected on more than three consecutive occasions.
- e. The Committee will decide the allocation of roles and responsibilities other than those directly elected. These will usually include Coaching, Handicapping and Safeguarding; and other positions (e.g. Communications, Youth) as may from time to time be determined by The Committee.
- f. The Committee may co-opt additional members, to bring its total to a maximum of 12, or may fill any vacant office. Such co-opted members shall hold office until the next Annual General Meeting unless replaced at a prior Special General Meeting and will have full voting rights on The Committee.
- g. The Committee may appoint others to carry out, or lead on, specific tasks. They will report to The Committee but will not be Committee members.
- h. The Committee shall meet at least twice each year, the time and place to be fixed by themselves. Such meetings may be held electronically or in person. A quorum shall comprise five members, and must include the Chair or the Secretary.
- i. The Committee may invite any person, whose presence they judge to be beneficial to the SWF, to attend all or part of a Committee meeting, at which they may speak but not vote.

9. Powers and Duties of The Committee

- a. The Committee shall **have powers** to deal with the affairs of the SWF as it sees fit, subject to any Resolutions passed at a General Meeting.
- b. The Committee shall be responsible **for ensuring the activities of the SWF are carried out.**

10. Dissolution

If at any General Meeting a Resolution for the dissolution of the SWF shall be voted for by **at least two-thirds** of those present and entitled to vote then, after the discharge of all liabilities, the remaining assets shall be transferred to the Croquet Association.

If such a meeting is inquorate, a new General Meeting with the same business shall be scheduled with due notice given at which no quorum will be necessary.

11. Matters Not Provided For

Any matters not provided for by this Constitution shall be decided by The Committee, whose decision shall remain in force until set aside by an adverse vote at a General Meeting.

12. Amendments to the Constitution

No provision of this Constitution shall be amended, save by a Resolution voted for by at least two-thirds of those present and entitled to vote at a General Meeting.

Proposals: League Rules changes

The committee is proposing two sets of changes to the League Rules.

- The first set represents long term changes.
- The second set is in effect a suspension of the standard rules for 1 year only in the light of continuing Covid-19 restrictions.

Current version of the rules may be found on the SWF website <https://www.swfcroquet.org.uk/>

Set 1

Proposal 1: To bring forward the deadline for submission of fixture dates for both AC and GC leagues.

Rationale: It is our experience that the vast majority of clubs submit their fixtures earlier than this. If the match lists are circulated in the first week of December, there are 7 weeks to make the arrangements.

AC and GC Rules 3a: be amended to read

It shall be the duty of all clubs concerned to arrange the dates for their fixtures and submit them to the League Secretary by **24th January**. Appendix 1 is to act as a checklist for club tournament secretaries / team captains.

Proposal 2: To delete references to SWAN in both AC and GC rules.

Rationale: SWAN is no longer to be circulated as a hard copy document and other methods will be used to disseminate information.

AC and GC Rules 3c: be amended to read

It shall be the duty of the League Secretary to publish a full league fixture list, with details of dates and venues, ~~in the South West Area Newsletter (SWAN)~~ **and distribute the list to clubs.**

AC and GC Rules 3d: be amended to read

~~When the list has been published~~ **When the list has been distributed** ~~Once SWAN has been published~~ a fixture date may only be changed in exceptional circumstances with the agreement of both clubs and subject to immediate notification to the League Secretary.

AC and GC Rules 13b: the first sentence be amended to read

Play-offs shall be staged at the venues of block winners, and each block that is to provide the host and "Home" club shall be determined on a rotational basis and ~~printed in SWAN~~ **notified to clubs.**

AC and GC Rules 13c: the first sentence be amended to read

League finals shall be staged at venues (host clubs) and on dates decided by the League Secretary and ~~printed in SWAN~~ **notified to clubs.**

Set 2

Proposal: For the 2021 season only, the dates for submission of AC and GC league team entries and the circulation of dates to the clubs shall be:

Mid-February 2021	League entry forms will be sent to club Match Secretaries.
Sunday 7.3.21	Deadline for all team entries to be submitted by the clubs to the League Secretary.

Sunday 14.3.21	League Secretary to send out Blocks and Match venues to all club Match Secretaries.
Sunday 11.4.21	Deadline for agreed match dates to be sent to League Secretary, together with team captains and their contact details.
Sunday 18.4.21	League Secretary to send out all fixture lists and contact lists to club Match Secretaries, and to update the website tables.

The dates for payment of membership and match fees will also be delayed to be consistent with these revised dates.

Rationale: Possibility of on-going Covid-19 restrictions

Meeting protocols

The meeting will be held by Zoom. Not everyone is familiar with how this works and it will be the biggest Zoom meeting we have hosted. These guidelines should help us all through the process.

Zoom

Never used Zoom before? Here are some pointers:

- Official Zoom support page: <https://support.zoom.us/hc/en-us>
- Eugene Chang (CA Marketing Committee) has created this video: [short YouTube tutorial](#)
- Join our trial meeting on November 10th at 7.00pm - follow this link on the day to run through the management of the meeting and become familiar with the Zoom system:
 - <https://us02web.zoom.us/j/89196330512?pwd=RTcvVmc0MGJzTmJBNHVPTDIYcm1GQT09>
 - Meeting ID: 891 9633 0512
 - Passcode: 163124

Joining the meeting

- Your name will appear on your screen: please add the name of your club after your name - we'll tell you how if you haven't found out by then
- Once the meeting starts, you will be asked to 'mute' yourself (this is to help cut down on extraneous noise) - please make sure you know how to do this
- If you wish to ask a question or make a point please do so by
 - 'raising your hand'
 - You will find the icon for this once you click the 'participants' tab
 - or using the chat facility - this will be easier to monitor so please use this if you can

The meeting itself

- Proposals and reports will be circulated beforehand and bullet point summaries will be displayed on screen
- If necessary, the full document will be displayed
- We strongly advise that you have the full papers in front of you

Voting

Voting will be carried out using Zoom's Poll facility. This means:

- One device: one vote
 - This presents no problems if your delegates are each using their own device
 - If they are using the same device, or if you are only sending one delegate (who will hold both your votes), this must be made clear on registration
 - Arrangements will be made to ensure that delegate is credited with 2 votes

We expect each club to be able to send a delegate to this meeting, so there will be no proxy voting

We will be dependent on the technology - we all need to be considerate to each other!