

## **Minutes of SWF Committee Meeting: held by Zoom 31.3.21**

### **Present**

Brian Wilson, Peter Kirby, Paul Francis, Tony Mayer, Andru Blewett, Stephen Custance-Baker, Tony Mayer, Louise Smith, Linda Shaw

### **Apologies**

Roger Mills

### **Welcome and introductions**

Louise and Andru were welcomed to the meeting as newly co-opted members and introductions were made

### **1. Coaching SW programme and costings**

- a. The latest iteration of the Coaching SW 3-year schedule and associated costings had been previously circulated
- b. Paul talked the meeting through these and the following points were made
  - i. Roger will be undertaking all the coaching for this year
  - ii. Details of hub / host clubs have yet to be finalised
  - iii. Projected numbers for this year are sufficiently robust as a series of discussions and Zoom meetings with potential coaches has left those who are really committed
  - iv. Demand for coaching courses is likely to drop in subsequent years but it is anticipated that a steady 'replacement level' demand would emerge
  - v. Higher level coaching courses can be built into the programme for future years according to demand
  - vi. If more than 6 people want to attend a course, a coach's assistant would be required to ensure adequate coach:coachee ratios and this would be sought from the host club's membership
  - vii. Consideration on timing of courses should be given to those who work and may not be available at traditional times
  - viii. That a similar plan to develop qualified referees would be beneficial and the CA / SWCA (John O'Gorman) needs to be involved in this
    1. For discussion at next committee meeting
  - ix. Paul noted the CA is engaging in discussion with the Grounds Management Association (GMA)
- c. The meeting unanimously agreed
  - i. Year 1 plan and costings are affordable and are approved
    1. SWF would meet the cost of visitor fees to clubs this year for the Club Coach and CQC courses
    2. SWF meets the cost of a Zoom account for Roger as it is impossible to undertake the on-line elements of the courses with a basic account
    3. SWF will fund any loss up to £250
  - ii. The projections for subsequent year indicate the direction of development particularly with regard to non-qualifying coaching courses
  - iii. Plans and costings for subsequent years will be presented to the AGM
    1. The level of subsidies is a re-investment to clubs and players of the fees paid over the past years

- 2. However, this will need to be offset by an increase in membership fees
- iv. The mileage rate in the SWF Qualifications Bursary be increased to 40p per mile in line with the costings for this project
- d. Sincere thanks were expressed to those who developed such an excellent plan
- e. Article for future Cygnet outlining plans and rationale. **Action: Peter**

## 2. Leagues

- a. Stephen reported a strong response from clubs on match arrangements
- b. He is waiting on 8 clubs to return DPA authorisations and 6 clubs on fixture dates
  - i. He is chasing these up this week

## 3. Child Safeguarding

- a. The CA Child Safeguarding Policy comes into effect on 1<sup>st</sup> May and Federations have a duty to adopt and implement the policy by then
- b. Most requirements are straightforward and can easily be demonstrated by adopting a statement such as that given below
- c. However, it is not clear how the responsibilities of a Federation, and in particular the Federation Local Safeguarding Officer (FLSO) tie in on the one hand with the CA SO and on the other with the clubs' LSOs.
  - i. Responsibilities to liaise, advise and guide need to be supported by a strong and informed network of LSOs, spearheaded by the CA SO
  - ii. It is not the Federation's role to monitor implementation of the policy by clubs – this is a CA responsibility
    - 1. If the CA wishes to work with Federations on this (and other matters) a process of exploration, discussion and decision must be initiated
- d. SWF responsibilities concerning our SC tournaments, coaching and other events is clear but it is less clear with League fixtures
  - i. While the SWF manages the programme, the clubs are responsible for running the matches
    - 1. The SWF will therefore make it clear in the League rules that this is clubs' responsibility
    - 2. The availability of CA designed Child Safeguarding posters would be a huge asset and something that clubs can easily display
- e. Agreed
  - i. Call for FLSO be circulated in Cygnet to be published within a week. **Action: Linda**
  - ii. Topic to be raised at next week's Federation Focus meeting and it be requested that Linda attend. **Action: Brian**
  - iii. Wording for League Rules be devised. **Action: Linda / Stephen**
  - iv. Questions raised in 3 c and d be raised with Ron Carter, CA SO. Action: Linda / Committee**

## 4. AOB

- a. Brian will be asking the CA how they will manage the election process for constitution reps to CA Council – this will be an annual event for the SW from now on

## 5. Next meeting

- a. Tuesday 29<sup>th</sup> June 7.00pm by Zoom – but we will have to have at least an email decision on FLSO by 1<sup>st</sup> May

## **Revised: SWF Statement of Adoption of Child Safeguarding Policy**

The South West Federation of Croquet Clubs (SWF) adopts the CA Child Safeguarding Policy and accepts that the Federation Committee has responsibility to ensure all events organised by the SWF are compliant with the Policy.

The checks and procedures described below will be undertaken to ensure the following are implemented:

- *CA Child Safeguarding Policy:* <https://www.croquet.org.uk/?p=ca/schemes/safeguarding>
- *Safeguarding Codes of Conduct:*  
<https://www.croquet.org.uk/?p=ca/schemes/safeguarding/conduct>
- *Child Safeguarding Processes:*  
<https://www.croquet.org.uk/?p=ca/schemes/safeguarding/processes>
- *Child Safeguarding Guidelines:*  
<https://www.croquet.org.uk/?p=ca/schemes/safeguarding/guidance>

The SWF Committee will ensure that:

1. A SWF Local Safeguarding Officer (LSO) is appointed and their details registered with the CA and available on our website.
2. All members of the SWF are informed on joining, and annually thereafter, of
  - a. their responsibility to adopt the CA Safeguarding Policy, Code of Conduct, Processes and Guidelines and to implement it as appropriate for their club
  - b. how and when to contact the SWF Federation LSO
3. Those participating in SWF events will be reminded of their responsibilities under the Policy
4. Clubs participating in League matches are aware they are responsible for Child Safeguarding at such matches
5. Implementation of this Policy is monitored at each committee meeting and an annual report is presented to AGM
6. This policy is reviewed at least every three years

This policy was adopted by the SWF Committee <b>on date</b>
It will be reviewed date <b>in 3 years time</b>

Our Local Safeguarding Officer is: <b>Name and contact details</b>	The CA Safeguarding Officer is: Dr Ron Carter <a href="mailto:dr.roncarter@gmail.com">dr.roncarter@gmail.com</a> 0797 323 9319
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