

Minutes of SWF Committee Meeting

21.9.23

Held by Zoom

Present

- Tony Mayer, Paul Francis, Stephen Custance-Baker, Peter Kirby, Mike Rice, Linda Shaw, Brian Wilson (audio and chat only)
- Dave Kibble for first item

Apologies

- Andru Blewett

1. League Secretary Role

- a. Dave had raised the following points re the role
- b. All results should be submitted on-line
 - i. Only about 60% of results are submitted correctly - others are handwritten, photos or returned by post (a small number)
 - ii. Agreed this is not acceptable and that from 2024 results would only be accepted in the correct format: typed and sent as email attachment
 - iii. Match Secretaries / Team Captains will be made aware of this requirement via written information, AGM, Zoom training etc and any forms not received in this way or incorrectly completed will be returned
 1. **Action: Stephen / Paul** December Zoom to be used to raise awareness and skills
 2. **Action: Stephen / Linda** Information to be given in League entry forms and Cygnet
 - iv. The use of e.g. Google sheets was discussed as an easier option that can be integrated into other systems e.g. Croquet Scores but it was not felt to be the correct time to do this although Dave offered practical support with this
- c. Whether the amount of information collected was necessary – it is time consuming and may deter potential candidates
 - i. The committee felt this was necessary e.g. information is regularly incorrect which would not be identified if only the final score is reported and will not change this at the moment
- d. Some discussion on reviewing of handicapping which takes place at the end of the season. – no change to current systems
- e. Some discussion on whether the League rules are too complicated – no immediate change planned
- f. Dave was thanked for his work on this and left the meeting.

2. Minutes of last meeting

- a. Agreed as correct

3. Matters arising

- a. All are picked up in the agenda

4. Treasurer's Report

- a. See Appendix 1 – accepted
- b. Tony is encountering difficulties registering as a signatory to the account – the system to meet money laundering regulations is not working smoothly.
 - i. **Action: Tony & Peter** to persist *Subsequently Tony advised this has been completed*
- c. Invoices for trophies have not been received
 - i. **Action: Stephen** to follow up

5. League Secretary's Report

- a. See Appendix 2
- b. Noted positive feedback about the 5+ level play League
 - i. Considered raising the handicap to 7+ in line with CA C class, but 5+ seems the right level for us
 - ii. Another option for future consideration is to scrap all GC handicap leagues and substitute level play in classes aligned with CA
- c. Re debate concerning potential tedium of AC handicap games where there is a significant difference in handicap – Stephen noted the situation is not comparable in GC as both players are on the lawn and playing for the whole game
- d. Noted that some clubs have difficulty raising a team for some leagues and that they can offer membership to members of nearby clubs who are similarly stretched, at whatever terms they agree
 - i. **Action: Stephen / Linda** to remind clubs of this
- e. Dealing with conceded matches – Stephen tried but couldn't come up with anything fairer than the current system, i.e. awarding a win (3-0 for AC, 7-0 for SC, 9-0 for GC).
 - i. It was agreed that if a team withdraws when they have played less than 50% of their scheduled games then their results should be expunged
 - ii. **Action: Stephen** to format a proposal for a league rule change
- f. Stephen noted he has had further thoughts on how the role of League Secretary might be shared and will circulate more information next week
 - i. **Action: Stephen**
- g. New Dawson Balls / Humpty balls
 - i. No response from any SWF clubs about any problems and info from other Feds was inconclusive
 - ii. No further action required

6. Development Officer Report

- a. See Appendix 3

7. Coaching Officer Report

- a. See Appendix 4
- b. Noted joint work and reciprocal working with Chiltern Academy will help with our training budget
- c. Noted Jeff Dawson is running a laws course at East Dorset but no exams will be involved
- d. Tony confirmed that the person about whom there was a query as to their Referee status is in fact a referee but the fact hadn't been recorded on the CA system

8. Handicapping Officer Report

- a. Letter to handicapping committee to be submitted
 - i. **Action: Mike**

9. Safeguarding Officer Report

- a. Andru and Linda discussed a response to Beatrice's previous correspondence but agreed this would not achieve anything further but Andru is in contact with Eugene Chang who might continue with the dialogue amongst the Federations
- b. New guidelines on Vulnerable Adults are awaited

10. Feds Focus Group update

- a. Minutes of the last meeting have been circulated
- b. Tony asked that one other member accompany him at the meetings on a rotating basis
 - i. **Action: Peter** to attend the October meeting

- ii. **Action: Mike** will check his diary for the November meeting
- c. Congratulations to Paul who has been appointed Director of Sport Development and will be chairing this group in future

11.Rep to CA Report

- a. See appendix 5
- b. Noted we have received information re transition to CqE
 - i. All clubs and Federations were sent a useful letter on what the change means for us –
 1. CE becomes National Governing Body if croquet on 1.1.24
 2. Motion to wind up CA at Oct 2023 AGM
 3. November 2023 Clubs and Federations invited to join CE as Affiliates
 4. Our own legal status remains unchanged
 5. Insurance cover remains unchanged
 - ii. We need to
 1. consider a couple of minor constitutional changes – see next agenda item
 2. check our policies and website and links to CA website – we will receive a list in due course
 3. check status of Welsh CCs as members of SWF – I think they may need to join CqE to be eligible for SWF membership but I’m not sure
- c. At the Feds Focus group there was some discussion as to whether Feds wanted to rename themselves in line with this e.g. Croquet South West
- d. New SW Rep to CA Council: Stuart M Smith has written an article for Cygnet and been invited to use Cygnet as a way of communicating with the constituency

12.Cygnet

- a. Next issue will go out in a fortnight or so
 - i. **Action: All** – items to Linda asap

13.AGM arrangements

- a. Reminder of deadline for nominations and proposals has been sent to all clubs
- b. Nominations for committee received from: Tony, Linda, Peter, Andru, Brian, Stephen (no proposer or seconder yet
 - i. **Action: Paul & Mike** to submit their nominations
- c. See Appendix 6 for proposals received so far
 - i. Stephen’s proposals were agreed
 - ii. Constitutional changes proposals were agreed
 - iii. Agreed wording re dress code be added in line with consultation
 - 1. Action: Linda**
- d. Noted several proposals received concerning playing to a base in Intermediate and Federation Leagues
 - i. Agreed all clubs doing this will be contacted after the deadline for submissions with the aim of agreeing wording for 2 proposals: one for each league
 - 1. Action: Linda and committee**

14.AOB

- a. Congratulations to Stephen who won the GC Open (Unrestricted) series of tournaments
- b. Stephen will be away for October and early November and will not be able to engage in routine correspondence

15.Dates of next meetings

- a. 9th October
- b. AGM 19th Nov
- c. Follow up to AGM 27th November

Appendix 1 Treasurer's Report



South West Federation of Croquet Clubs



Treasurers Report 17th September 2023

Summary of Expected Income & Expenditure for 2023

I refer to the table on page 3, this shows the budget for 2023, the actual income & expenditure for the period up to September 17th, the expected income & expenditure for the full year and in the last column the difference between the expected position and the budget.

Income is forecast to be £333 higher than expected in the budget principally due to the distribution from the Bears Residual Fund being higher than anticipated (+£69) and amounts received in respect of compensation from the Bank (+£150) and Bank Interest expected to be received (+£150) both of which were not included in the Budget.

Expenses are currently expected to be in line with the forecast, although it is early in the financial year to be confident of the final outcome.

In summary the net impact is that there is a projected deficit for the year of around £134 vs the expected deficit of £467.

Creditors / Debtors

None

Balance Sheet

At September 17th there was £7,571 cash at Bank excluding the Judith Moore Bursary (see below),

Banking

Application to add Tony Mayer as a signatory to the account is progressing but there have been issues and delays caused by NatWest processes.

Information required for anti-money Laundering regulations has been submitted again there were issues arising from NatWest, and I am awaiting a response as to whether the information provided is sufficient.

Judith Moore Bursary

There have been no further payments from the Bursary Fund since my last report.

It is anticipated that payments from the Fund of c. £1,000 will be made in the current year to support coaching projects as outlined at the AGM. It is too early to give an updated estimate.



South West Federation of Croquet Clubs



Cash Reconciliation to 17th September 2023

RECEIPTS	2023				
Subscriptions		505.40			
Association league fees		180.00			
Short Croquet league fees		72.00			
Golf league fees		268.00			
Short croquet Tournament fees		829.00			
Adverts		54.00			
Bank Compensation		150.00			
February Referees Course		640.00			
Bank Interest Received		109.98			
Donations / Bursary received		1,075.39			
Sundries		0.00			
			3,883.77		
PAYMENTS					
Subs Refund	0.00				
Cygnnet production	0.00				
Trophies	0.00				
League finals	0.00				
Short croquet	0.00				
February Referees Course	841.37				
Travel expenses	43.20				
Bursary travel expenses	128.00				
AGM Workshops Costs	0.00				
SWF Website	135.00				
AGM	0.00				
Administration	0.00				
Sundries	143.88				
		1,291.45			
RECEIPTS LESS PAYMENTS			2,592.32		
ADD TO OPENING CURRENT ACCOUNT BALANCE (31/10/22)			9,649.19		
CALCULATED CLOSING CURRENT ACCOUNT BALANCE			12,241.51		
ACTUAL CLOSING CURRENT ACCOUNT BALANCE			12,241.51		
PLUS CHEQUES RECEIVED NOT YET BANKED			12,241.51		
CURRENT ACCOUNT BALANCE RECONCILIATION			0.00		
Opening balance at 31/10/22 excludes creditors of £12 (pre-payment of fees)					
			Peter Kirby		
			Treasurer		



South West Federation of Croquet Clubs



Actual and Projected vs Budget for 2023

General Account	BUDGET 2023	Actual Sep-23	Projected 2023	Projected less Budget
INCOME				
Subscriptions	480	505	505	25
League Fees	528	520	520	-8
Short Croquet Tournament Fees	900	829	829	-71
Bears Residual Fund	100	169	169	69
Donations	0	6	6	6
Bank Compensation	0	150	150	150
Bank Interest	0	110	150	150
Cygnets Adverts	42	54	54	12
	2050	2344	2383	333
EXPENDITURE				
Trophies	288	0	288	0
League finals	774	0	774	0
Short croquet	1056	0	1056	0
Travel expenses	120	43	120	0
SWF Website	135	135	135	0
Sundries	144	144	144	0
	2517	322	2517	0
SURPLUS / DEFICIT FOR THE YEAR	-467		-134	
Judith Moore Bursary Fund				
INCOME				
February GC Referees Course	n/a	640	640	n/a
EXPENDITURE				
February GC Referees Course	n/a	841	841	n/a
Travel Bursary		128	128	
SURPLUS / DEFICIT FOR THE YEAR	-1000		-329	-1000
Peter Kirby SWF Treasurer				

Appendix 2

League Secretary's report

AC league matches:

- 98 (32 Advanced, 32 Federation, 16 Intermediate, 18 B League)
 - Of which 3 were conceded (Division 2 Budleigh, B League Bristol, B League Worcester Norton).
 - AC play-offs and finals: 4 (2 Federation, 1 Intermediate, 1 B League)
- Advanced
 - Parkstone Trophy Cheltenham A
(Glamorgan relegated to Division 2)
 - Division 2 Bristol B, promoted to Division 1
(Nailsea and District B relegated to Division 3)
 - Division 3 Cheltenham B, promoted to Division 2 (but see report below)
- Federation
 - East Dorset
- Intermediate
 - Cheltenham
- B League
 - Nailsea and District
- Short Croquet League matches: 37 (25 Open, 12 Restricted)
 - Of which 2 were conceded (Open Budleigh, Restricted Lym Valley)
 - SC play-offs and finals: 2 (1 Open, 1 Restricted)
 - Open Nailsea (but see report below)
 - Restricted Bristol
- GC league matches: 155 (32 Level Play Open, 18 Level Play 5+, 60 Handicap, 45 High Handicap)
 - Of which 3 were conceded (Handicap Exeter, Handicap Abbey, High Handicap Swindon) and one High Handicap was cancelled.
 - GC play-offs and finals: 7 (1 Level Play 5+, 3 Handicap, 3 High Handicap)
- Level Play Premier block
 - Bristol A
- Level Play 5+
 - Bristol
- Handicap
 - Budleigh Salterton
- High Handicap
 - Scheduled for 24th September at Bristol, Llandaff v Swanage

Appendix 3

Development Officer's Report

Clubs (South and West) Paul

Swanage

Now playing on the school playing fields and planning to install a clubhouse, already have secure storage for lawn and croquet equipment.

Charlton

Just secured a small CA grant (£1000) to level lawn.

Lym Valley

Seeking CA grant to replace lawn mower, this might prove difficult as replacement of lawn machinery does not normally qualify for grants.

Bradford on Avon

After a two year trial, the croquet section has achieved full integration and will now take part in the club's management meetings etc.

CA Initiatives

McCarthy Stone

Several clubs contacting to visit developments e.g. Lym Valley (Bridport), Budleigh Salterton (Exmouth and Cullumpton),. More to follow.

Next Generation

Lym Valley have carried out multiple events

Camerton and Peasedown visited PF at Bradford on Avon to the activities and have been allocated two sets of kit

Worcester Norton yet to update PF

Clubs (North and Wales) Klim

Gorsley

New club and have just been allocated start up equipment

Will be looking for grants to improve lawn

Moreton in Marsh

Still fund raising for the new club house

Membership now stands at around 70

Clubs (East and Central) Brian

Abbey

Brian and Tony to arrange a visit to meet with ALL club members (there are just 12) to discuss ways of securing the future of the club.

Kington Langley

Just applied for £5 000 CA grant for new clubhouse (£20 000).

It's taken quite a while to get the application up to speed but we now quietly confident about its approval. There might well be a phase 2 if the club goes ahead with its irrigation plans.

Tisbury

Now just a croquet club, we had a meeting organised to visit for a review and help with playing issues but it was called off at short notice.

Priority is to re-schedule a meeting

Weston super Mare

In final stage discussions with landowner to purchase the site. Club member will be purchasing the land and land to be held in trust. Longer term the club will be building a new clubhouse and relocating parking area.

Appendix 4

Coaching Officer's Report

In mid August, six potential club level coaches * and five Grade 1 applicants commenced five x 90 minute Zoom sessions in preparation for their one day practical sessions.

* Jill and Pete Henson started the course but had to pull out due to the sudden death of Pete's mother, they will return for the 2024 series.

The Zoom sessions covered the 'soft' skills required for effective coaching and the participants started planning their practical day episodes using the STEP model (Space Task Equipment People).

The group have been divided into geographic/level for the practical assessments.

September 13th in Cheltenham for Grade 1 with three participants. Naomi and Darryl Whitehead (Cheltenham, Gill Hindshaw (Moreton in Marsh).

Each participant delivered three short episodes to volunteer students. Volunteers were asked to contribute to two boards

1. 'Liked' which referred to the coach's 'soft skills'
2. 'Learned' which referred to the new skills and techniques learned by the volunteer.

All three have been recommended for Grade 1. Naomi and Gill GC only, Darryl AC and GC

September 14th in Bradford on Avon for Club Level with three participants; Tony Strickett (St Agnes) David Veal and Philip de Glanville (both Bath).
Process as per Cheltenham including 'Liked' and 'Learned'.

All three have been recommended for Club Level award.

I was due to be in Bristol on September 20th for a practical day with two budding Grade 1 AC coaches (Bob Whiffen and Eric Soakell) but we decided to postpone due to the inclement weather. Still to be scheduled is a date and location for the other three Club Level candidates Christine and Mike Rice. And Makis Aperghis. We await return from holidays etc.

Plans for 2024

- I would like to run another series in March and April 2024. Same format, five Zooms and a series of practical days, locations subject to candidates etc.
- There are already three takers and I'm sure we can recruit more through Cygnet promotion, monthly Zooms etc.

Appendix 5

Rep to CA report

1. Congratulations to Stuart Smith who is now elected onto CA Council and eventually CqE Trustee
2. Council and Trustees

A lot of work has gone on to ensure that there is a seamless change over from CA to CqE - including documentation to reflect the requirements of the Charity Commission and Sports England We have now received targets for CA/CqE membership numbers for the next 5 years - these to be monitored

3. Notice of CA AGM and the agenda has been circulated to members