

SWF Committee Meeting Minutes: 25th January 2024

1. Present

- a. Tony Mayer, Peter Kirby, Stephen Custance-Baker, Brian Wilson, Andru Blewett, Mike Rice, Linda Shaw

2. Apologies

- a. Paul Francis

3. Minutes of last meeting

- a. Previously circulated and agreed as correct

4. Update on action points from previous meeting

- a. All actions completed
- b. Reply sent to Bristol re host club catering – no response or acknowledgement

5. Matters arising

- a. These are covered in the agenda

6. Treasurer's Report

- a. See Accounts Appendix 1
- b. All outstanding payments made
- c. So far income in line with budget

7. League Secretary's Report

- a. This is the worst year so far for people being late with
 - i. Dates – 2 clubs have not yet returned theirs
 - ii. Data Protection forms – 3 have not been returned
 - iii. The info will be circulated as soon as it's been received **Action: Stephen**
- b. Tony outlined the referee and representative arrangements for finals weekend – the info is on the website
- c. Refereeing
 - i. In the light of comments received about refereeing at Finals, Stephen proposed that guidance be offered to clubs – see Appendix 2
 - ii. This is to be recommended for finals and high handicap leagues – it aims to be consistent with Tournament Regs but taking into account our own circumstances
 - iii. Agreed with article to be put in the Spring issue of Cygnet **Action: Linda** and on the website **Action: Stephen**

8. Development

- a. Noted Peter's information on the three clubs yet to join SWF.
 - i. Brian and Klim have been asked to contact them.

- ii. Brian has already contacted one of these – they would like a visit but this will not be offered until they've re-joined
- b. In other news, Cornwall have negotiated a price for the purchase of their current site.

9. Coaching and Refereeing

- a. GC referees courses take place at the end of February.
 - i. Still four places available on the Refresher Course on Feb 23.
 - ii. Due to a late withdrawal, we will have seven rather than eight participants for the two-day course on Feb 24/25.
- b. To do.
 - i. Advertise the AC Assistant Referees course in March **Action: Paul / Linda**
 - ii. Advertise Club Coach Course, dates to be advised. **Action: Paul / Linda**

10. Handicapping

- a. The Chair of the Handicapping committee has replied to Mike's query about membership – see Appendix 3
- b. Noted there has been no response to the query concerning mainly GC players with too high an AC handicap
- c. Discussed the draft AGM proposal concerning presenting and checking handicap cards at League Matches Action: Mike to redraft taking into account today's feedback **Action: Mike**
 - i. What does 'checking' involve – guidance needed **Action: Mike** article for Cygnet
 - ii. Noted we are not sure whether there are any National Handicappers in the SW

11. Safeguarding

- a. Noted the improved presentation of Safeguarding info on the CqE website
- b. All clubs have received information on on-line Adults at Risk training
 - i. Andru has completed this and found it useful but does not know which of our clubs have done this.
- c. Paul to be asked for clarification on how Safeguarding issues are being addressed in Coaches' training **Action: Andru**
- d. Discussed the role of Federations when bullying incidents are reported
- e. Noted
 - i. our input in one incident last year
 - ii. Federations' role in supporting the dissemination and implementation of policies is inconsistent e.g, they are part of the process in Safeguarding but not in Bullying

12. Feds Focus Group update

- a. Previously circulated
- b. Noted that the publicity leaflets produced by CqE have all been distributed

13. Rep to Croquet England Report

- a. Council Exec are working on strategy document and setting targets

- b. Members have all been contacted by John Reddish inviting them to register as voting members
 - i. They must register by end Feb if they want to vote at March AGM

14.AOB

- a. Next Cygnet will be out in a couple of weeks – items to Linda asap **Action: all**

15.Dates of next meetings

- a. 14th March – apologies in advance from Mike: **note this has been changed from 18th March**
- b. 13th May
- c. 8th July
- d. 9th September
- e. 14th October
- f. 24th November
- g. 5th Dec – provisional

Appendix 1



South West Federation of Croquet Clubs



Treasurer's Report 22nd January 2024

Summary of Expected Income & Expenditure for 2024

I refer to the table on page 3, this shows the budget for 2024, the actual income & expenditure for the period up to January 22nd, 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 £30 higher than expected in the budget with income from subscriptions, League Entries, and Short Croquet Tournament entries broadly in line with the Budget.

It is too early in the financial year to give an accurate projection of expenses, however there is currently a small overrun of Expenses of £24 for the Year to Date.

In summary the net impact is that there is a projected deficit for the year of around £287 vs the expected deficit of £293.

Creditors / Debtors

None

Balance Sheet

At January 22nd there was £7,101 cash at Bank excluding the Judith Moore Bursary (see below),

Banking

Application to add Tony Mayer as a signatory to the account is progressing, and has nearly been completed.

Judith Moore Bursary

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

At January 22nd there was £4,311 cash at Bank

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 22nd January 2024

	2024				
RECEIPTS					
Subscriptions	491.45				
Association league fees	544.00				
Short Croquet league fees	0.00				
Golf league fees	0.00				
Short croquet Tournament fees	795.00				
Adverts	12.00				
Bank Compensation	0.00				
February Referees Course	0.00				
Bank Interest Received	54.88				
Donations / Bursary received	0.00				
Sundries	0.00				
			1,897.33		
PAYMENTS					
Subs Refund	0.00				
Cygnets production	0.00				
Trophies (for 2023)	60.00				
League finals	0.00				
Short croquet	0.00				
October 23 Referees Course	439.08				
Travel expenses	0.00				
Bursary travel expenses	0.00				
AGM Workshops Costs	0.00				
SWF Website	159.00				
AGM	0.00				
Administration	71.94				
Sundries	0.00				
		730.02			
RECEIPTS LESS PAYMENTS			1,167.31		
ADD TO OPENING CURRENT ACCOUNT BALANCE (30/10/23)			10,245.12		
CALCULATED CLOSING CURRENT ACCOUNT BALANCE			11,412.43		
ACTUAL CLOSING CURRENT ACCOUNT BALANCE			11,400.18		
PLUS CHEQUES RECEIVED NOT YET BANKED			11,412.43		
CURRENT ACCOUNT BALANCE RECONCILIATION			0.00		
Opening balance at 30/10/23 excludes creditors of £80 (pre-payment of fees)					



South West Federation of Croquet Clubs



Actual and Projected vs Budget for 2024

General Account	BUDGET 2024	Actual Jan-24	Projected 2024	Projected less Budget
INCOME				
Subscriptions	505	491	491	-14
League Fees	520	544	544	24
Short Croquet Tournament Fees	829	795	795	-34
Donations	0	0	0	0
Bank Compensation	0	0	0	0
Bank Interest	276	55	329	53
Cygnets Adverts	60	12	60	0
	2190	1897	2220	30
EXPENDITURE				
Trophies	308	0	308	0
League finals	704	0	704	0
Short croquet	1056	0	1056	0
Travel expenses	208	0	208	0
SWF Website	135	159	159	24
Sundries	72	72	72	0
	2483	231	2507	24
SURPLUS / DEFICIT FOR THE YEAR	-293		-287	
Excludes £60 paid in respect of Trophies for 2023 competition				
Judith Moore Bursary Fund				
INCOME				
Referees Courses	n/a	0	0	n/a
EXPENDITURE				
Referees Courses	n/a	0	0	n/a
		0	0	
SURPLUS / DEFICIT FOR THE YEAR	-1000		-1000	-1000
Peter Kirby SWF Treasurer				

Appendix 2

Refereeing at South West Federation Finals

The SWF Committee tries to ensure that there is a qualified referee at each of the SWF League finals and this is usually achieved. Either a committee member or a member of the host club volunteers for the role. However, there have been some issues related to refereeing and I thought it appropriate to set out some guidelines. Many of the less experienced players are unfamiliar with the laws and rules and would benefit from greater involvement of the referee.

- 1 The appointed referee should gather the players together at the start of the match and make it clear that players should call the referee before any questionable stroke, either by themselves or by an opponent.
- 2 In GC finals, all players and referees, whether involved in the game or simply observers, should forestall play if a wrong ball is about to be played or has just been played. This does not apply in AC or SC finals.
- 3 A copy of the appropriate book of laws (AC/SC) or rules (GC) should be available for reference.
- 4 The appointed referee should be considered to be the Tournament Referee, but any qualified referee who is present should be invited to become a referee on call if the appointed referee is busy.
- 5 For the higher handicap finals (AC B League, AC Intermediate League, GC High Handicap and SC Restricted), the appointed referee should appoint themselves to be a Referee in Charge. This means that they have the right to go onto a court to oversee a stroke, even if they have not been specifically called by a player.
- 6 Such intervention should also cover cases where there appears to be a significant likelihood of damage to the surface of the court, or where such damage has occurred and needs expert repair.
- 7 Other referees, if present, should only go onto the court if requested, but may draw the attention of the referee in charge if they see that a law or rule has been infringed.

Appendix 3

Response from Chris Roberts to Mike

Thank you also for your interest in representation on the Handicap Committee.

Unlike the Coaching and Development Committees, the Federations do not have 'ex officio' seats on other CqE committees.

Whilst it could be advantageous to have a geographic representation on the Handicap Committee, the nature of the baliwick is that it is not strictly necessary, as we have the structure of National Handicappers and Federation Handicappers feeding into our particular committee.

In that much, we are better served in a geographic way than, say the AC and GC Tournaments committees, who also administer aspects of the playing of the sport nationally.

As it happens, the South-West region of the country is actually very well 'represented' on the Handicap Committee by Klim Seabright (Cheltenham) and Chris Williams (Glamorgan).