

Minutes of the North West Federation of Croquet Clubs AGM

Saturday 3rd March 2018

- 1 **The Meeting** was attended by 21 people representing 12 clubs:
- | | |
|----------------------|---|
| Bowdon | David Walters, Graham Good, Francois Garcia, Sylvia Steer |
| Bury | David Barrett, Jean Hargreaves |
| Chester | Sarah Andrew, John Dawson |
| Craig-y-Don | Sarah Andrew |
| Crake Valley | Jim Alcock |
| Culcheth | Eileen Lloyd, Keith Hardman, Keith Woodward, Alan Wright |
| Liverpool | James Hawkins, Paul Rigge |
| Llanfairfechan | Sarah Andrew |
| Fylde | Liz Wilson |
| Pendle & Craven: | Kathryn Schofield, Roger Schofield |
| Southport & Birkdale | Don Williamson, Tony Thomas |
| Westmorland | Ivan Wheatley |

The Chairman welcomed everyone to the meeting.

- 2 **Apologies for Absence.** Clubs: Keswick, Penrith & North Lakes. Committee Members: None. Other members: Ken Cooper, Steve Reynolds (Bowdon) Georgina Llewellyn, Richard Hollas (Llanfairfechan), Jack Pattenden, Johan Hannah (Craig-Y-Don) John Shakespeare (Westmorland), Bob Connop (Culcheth)
3. **The minutes** of the AGM held on 18th November 2017 were amended to show the correct dates for the 2018 meetings and then approved as a correct record.
Acceptance Proposed – David Walters, Seconded – Paul Rigge. Approved Nem Con.
4. **Matters Arising** – none
5. **Officers and Committee Members Reports since the previous meeting.**

Chairman – Paul Rigge

- A Reiterated the welcome to those attending despite the wintery weather.
Noted that Criccieth Tennis & Croquet Club have joined the CA but have yet to decide whether or not they will join the NW Fed. Congratulated Paddy Chapman on winning the recent AC World Championship held in New Zealand and encouraged everyone to watch & emulate Paddy's calm approach in the deciding match of the final.
- B **Secretary - David Walters**
Nothing to report that is not up for discussion during the meeting.
- C **Treasurer – Liz Wilson**
Liz confirmed that the Accounts for the year ended 30th September 2017 had been finalised and approved by the Independent Examiner. Clarified that the Affiliation Fees do correspond with the number of member clubs for 2017.
Acceptance Proposed - Liz Wilson, Seconded - David Barrett. Approved Nem Con.
- D **Development Officer – James Hawkins**
As predicted at last meeting, Criccieth have joined the CA. James has offered assistance.
Development Committee have just approved a grant of £2,000 to Bowdon towards the cost of improvements to the path & access to the clubhouse. All Clubs should contact James for assistance with potential applications.
James is a member of the “Gunn Initiatives” Marketing Group and has been working on methods for clubs to increase their on-line presence. Templates & Guides for websites & Facebook should be available soon.
Also due to attend a workshop at the end of the month to tailor the Sport England checklist of good practice (Club Matters) for Croquet Clubs. Expect a roll out during the season. Pilot clubs are sought and volunteers who can provide help in their areas of expertise.
- E **League Manager – Ivan Wheatley** The 2018 leagues have now been agreed and the final fixture lists have been circulated to the respective team and club fixture secretaries in advance of this meeting.
This year we have 46 teams competing in 161 matches spread over 6 leagues, a slight increase in last season. New teams this year are a handicap GC team from Crake Valley and a second short lawn team from Bowdon. These additions are offset by one less team in the AdvB league, Fylde, and Bowdon entering only one team in the Level Play GC league. The season will get underway on Saturday 7th April with the handicap AC and the handicap GC teams both being in action and, as reported at the AGM in November, I have made an effort to get as many matches scheduled for play before the end of August to take advantage of the better weather and to leave some time at the end of season for the inevitable reschedules that will occur. With the exception of 1 handicap GC and 4 handicap AC matches this has been achieved. The season will formally end on Sunday 14th October and any matches that remain un-played by that date will be declared void.
There is no material change proposed for the League Rules for 2018. The only minor change over 2017 is the correction of a minor typo in the final section. The proposed rules for 2018 have been circulated and a proposal to adopt them for the season is

on the agenda for this meeting. Last season it was evident that a number of team captains were unaware of the rules, particularly those relating to cancellations and the consequences of being forced to abandon a game in progress. As reported at the AGM I have now produced a summary document of the key rules and a copy has been sent to each team captain.

Finally, at the AGM last year I indicated that I planned to look at the various options available to us for advanced-rules level-play AC following the collapse in the AdvA league in 2016. At the meeting I asked for anyone willing to help with this work and I am pleased to be able to report that Francois Garcia of Bowdon kindly offered to work with me on this project. Our plan is to complete the preliminary analysis in the next few months and then be able to come forward with a number of ideas ready for further discussion and hopefully agreement at the AGM in November.

F Coaching Officer – Paul Rigge

- 1) Disappointing that no nominations were made for CA Coaching Awards.
- 2) No requests for Flying Circus courses have been received yet. Please would Clubs log any requests for courses with Paul asap.
- 3) CA Pods for AC & GC will be hosted at Bury (Coronation Park). An initial date (14/3 for the AC Pod has been communicated to those registered on the CA website. Anyone else interested should register their interest via the CA website.
- 4) Remember that courses are also being run at the Northern Croquet Academy in York.

G CA Representative – John Dawson

John is now Chair of Publishing Committee. An Advanced Croquet Handbook to replace / update Wylie is expected by the end of the year. John will repeat the Croquet input at the Country File Live event. He is also keen to encourage development of any sponsorship opportunities. Believes that Birmingham's hosting of Commonwealth Games may have been a missed opportunity to promote Croquet as a Host's chosen Minor Sport.

Member Enlargement Project - Expansion of the membership database is taking longer than expected, only about 50% of the expected data has been loaded to date & we all need to be patient with the CA Office as they have to devote additional time to address the issues arising from the exercise. There are concerns about data privacy & the database is being restructured to enable data to be held "ex-directory".

Graham Good raised three questions:

- Can Standard members register on the CA website for Coaching Pods?
- Is there a GC Coaching Manual available from the CA that can form the basis of courses at different levels of ability, i.e. from Beginner to Advanced – akin to the AC version?
- Is there a policy regarding which CA minutes are published on the website, as it appears inconsistent?

Going for Growth– James has already mentioned the Marketing Group. Tony Thomas is on the Communications Group – Federations don't communicate with each other enough. By end of March a new on-line forum should be launched. It will be aimed at Federation Committee members – expected to be a more user-friendly variant of the Nottingham List. When finalised, the Facebook guide should be available via the CA website.

National Croquet Day – 13 May – Clubs are encouraged to make use of the Publicity materials being made available from the CA Office.

H NW Festival – Paul Rigge

Paul will manage the overall event, with support from Jean re GC and Liz (Tournament Secretary)

I Pennine Cup Captain - Liz Wilson

Date set 1st July at Pendle & Craven. Anyone interested please let Liz know. Team will be selected to broadly match the opposition's handicaps.

J Safeguarding Officer – Jean Hargreaves

A brief questionnaire has been circulated to Clubs seeking confirmation of their Safeguarding Officer's Contact details and availability of a Safeguarding Policy. Responses should be sent direct to Jean.

K Web Manager – Tony Thomas

The winner of the competition, suggested by John Dawson, to find the most unusual use for their croquet mallet in the offseason is John Hannah (Craig-y-Don), who has loaned his mallet to his local operatic society for use as a prop in their production of Treasure Island.

L Federation Handicapper – Don Williamson

Nothing to report.

6 Millennium Competitions

These were re-confirmed as:

- a) Advanced at Bowdon (14-15 April)
- b) Level Golf at Liverpool (13 May)
- c) Handicap AC at Pendle & Craven (21-22 July)
- d) Short at Chester (12 May)
- e) Handicap Golf at Bury (2 June)

Entry Forms to all events have been sent to Club Secretaries in advance of the meeting.

7 **CA Representative's Report – John Dawson (continuing his 3 year term)**

8 **Motions:**

The draft 2018 League Rules previously circulated be adopted for use in NWFCC league matches over the course of the 2018 season.

Proposed by Ivan Wheatley, League Manager

The motion was discussed. Two further amendments were proposed by Graham Good, seconded by John Dawson, that in 5(b) "GC" should be inserted before "Players" and "grade index" should be replaced by "grade".

These were approved Nem Con & the Rules approved.

9 **CA Governance Working Party**

Proposals to restructure the Governance of the CA have been made to Management Committee & to Council. Some initial changes were agreed at the October Council meeting e.g. removing the requirement that Committee chairs be members of Council. Further work was requested on the detail of the remaining proposals. This is on-going with a goal of proposing further changes at this year's AGM.

10 **General Data Protection Regulation**

Refer to Ian Vincent's article on p4 of Gazette issue 371

Effective date 25 May 2018. Consultations are still on-going – see Information Commissioner's website www.ico.org.uk

Clubs who hold membership or tournament data will be "Data Controllers" & unless they use a 3rd party to process their data, "Data Processors" as well.

Principles have been defined e.g. Personal data shall be processed lawfully, fairly and in a transparent manner, used for specified purposes, limited to what is necessary for the purposes for which they are processed, accurate & kept up to date, processed in a manner that ensures appropriate security of the personal data.

Data Controllers must be able to demonstrate compliance with the principles.

Also need to document the basis (e.g. Consent, Contract, Legitimate interests etc.) on which the data is processed.

Individuals' rights are defined – clubs should provide information when data is collected, e.g. on a membership application form.

Advisable for Clubs to appoint an "information Manager" as person responsible for overseeing data protection.

Chester have written a Data Protection Policy and Procedure (Thanks to David Guyton) which they are willing to share. Membership secretary appears to be the "natural home" for ensuring responsibilities are delivered.

Westmorland have updated their membership renewal process to gather consent to pass data to the CA and this has delayed their submission of membership data to the CA.

Believed that emails should be sent using address in bcc field unless consent has been given to share emails.

Team Captains should be aware that their contact information will be shared in order to enable contact re matches.

11 **Club Announcements:**

Bowdon

Have just completed improvements to the clubhouse entrance area in time for the start of the season. In addition to our usual series of CA Tournaments, this year we will be hosting the Home Internationals in June. Please let us know if you are planning to visit.

Bury

Whitehead Park lawns will have drains re-laid, please support Bury as they may need to vary venues until the work is completed. Indoor croquet is working well & the first Pod coaching session will be held indoors.

Chester

Working with the Council & hoping to improve lawn quality this year.

Craig-y-Don

We have nothing to report except to say we will be getting our lawn ready, for play from April 1st, later in March. We are again going to try to introduce more club members to Association and try to lower our age profile which is 70+ by recruiting younger members, easier said than done!

Our 'competitive' members who still wish to play in the NW league are also members of Chester or Llanfairfechan and may well be playing in their teams as Craig Y Don is still not able to offer a league playing team, though we hope to be represented again this year at the Southport Festival.

We haven't yet supplied membership details for the new CA database but that is currently under discussion by our management committee.

A reminder please that if anyone is coming to Llandudno, Snowdonia or Anglesey and fancies playing on our Crown Green to make sure they make contact with us so we can offer them a game or two, Golf or Association and use of our facilities.

Crake Valley

Working hard on lawns – opening discussions with landlord to replace clubhouse. Now have a GC team.

Culcheth

Croquet section is doing well, with regular play on Tuesday on Indoor Mat. Overall Sports & Social Club is facing severe challenges with changes imminent.

Ellesmere – Nothing to Report

Flixton – Nothing to Report

Fylde – Nothing to Report

Kewick – Nothing to Report

Liverpool

Will hold first Federation event this year.

Llanfairfechan

Has good lawns and a fantastic clubhouse – will try to gain more members to use the facilities.

Penrith & North Lakes – Nothing to Report

Westmorland

Membership renewal is underway for the 2018 season and we wait to see our membership numbers for the year ahead. We remain confident that we will retain the majority of our 2017 membership which should leave us both competitive and financial stable for the foreseeable future.

In 2017 we won the handicap AC section at the Southport Festival and came a close second in the midweek handicap league. In 2018 we aim to improve on this performance having again entered our usual three teams, handicap GC, handicap AC and short lawn AC in the Federation leagues. In terms of competitive activities we are also planning, in conjunction with Crake Valley, Keswick and the North Lakes (Penrith) croquet clubs, to develop further our Cumbrian based activities by introducing a new “North” v “South” advanced rules AC competition in addition to extending our Cumbria Tankard short lawn competition to include a full-lawn handicap AC section.

We have modified our membership renewal documentation to make it compliant with the new GDPR Regulations and have produced a new Data Protection Policy for adoption as part of the renewal process which also addresses our obligations in regard to sharing personal data sharing with the CA as part of their new membership scheme. We feel confident that by taking these actions we will be compliant with both the letter and the spirit of the new regulations.

12 **Federation Equipment Assets**

Reported as all in order – list attached to agenda

13 **Any other business**

- The GC Rules Committee have released a draft version 5 of Rules. This is available for GC Referees via their forum for comment.
- As reported in the Gazette, an official version of 1 ball handicaps is available on the CA website
- The debate about a more Northern venue for an Ascot Cup Qualifier is ongoing.
- Graham Good asked whether Bonus Points in the League should be awarded to reward out-performance and for all to consider how this might be done. Any suggestions to Ivan please well before the AGM so that a proposal can be made at that meeting.
- Graham also asked whether LPG League results should be withheld from the Ranking System. There was no support for this within the room.

14 **Date of Next Meeting**

AGM 17th November 2018 at Culcheth, Spring Meeting 2nd March 2019.

15 **Meeting Closed at 1210.**

Appendix

North West Federation Equipment March 2018

Bowdon	None
Bury	None
Chester	None
Crake	Mower (50%)
Craig-y-Don	CA Start up Set
Culcheth	None
Ellesmere	3 Mallets
Flixton	None
Fylde	None
Harlech	None
IOM	None
Keswick	None
Liverpool	None
Llanfairfechan	None
Nannerch	None
Pendle	None
Penrith	4 Mallets, 1 set hoops, 1 peg
Salford	CA start up Set
Southport	none
Tattenhall	CA Start up Set + set of 2 ^{ndary} balls,
Westmorland	None

Secretary One projector

Available 6 Hoops & Peg, 4 George Wood Mallets in carrying case, 5 other Mallets, 1 set primary and 1 set secondary Barlow balls, 1 set primary Sunshiny balls.