

Appendix A SOUTHERN CROQUET FEDERATION

Minutes of Annual General Meeting

Held at the WINCHESTER Tennis & Squash Club

Saturday 24th November 2012 at 1030am

Attended by:

Committee: Martin Brandt (Chairman & AC Mgr, Basingstoke), Jim Pertwee (Secretary, TVCC), Rita Nunn (Treasurer, Winchester), Chris Roberts (Development and GC Handicaps, Phyllis Court), Brian Fisk (Fed Rep & Handicaps, Hamptworth), Richard Stevens (Coaching, Hamptworth), Gillian Pett (Member, TVCC)
Club Members: Norma Rayne and Val Pertwee (TVCC), Jo Burnaby (Winchester), Geoff Youd (High Wycombe), Ian Harrison (Basingstoke), Dave Morgan (White Horse), Clive Thompsett (Littleton), David Seed (Blewbury), Janet Trueman, Richard Jenkins, Vic Stillwell and David Cooper (Hamptworth). Roger Parsons and John Clode (East Dorset), Roger Price (Bransgrove), Val Harris (Winchester), Mike Duck (Harwell)

Apologies were received from:

Committee: Frances Colman (GC Mgr and Phyllis Court).
Club Members: Brian Hitchins (Eynsham), Richard Keighley (Wingrave), Margaret Skeldon (Lymington), Roy Tillcock (Ryde), Ann Gosden (Winchester), Paul Wolff (Blewbury)

Welcome

The Chairman welcomed all those that were attending and thanked them for making the effort to come. He also welcomed East Dorset CC (Parkstone) to the SCF.

Minutes of the 2012 AGM held on the 24th March

These had been circulated to all Clubs via their Secretaries

Matters Arising

There were no questions or queries about the minutes and they were duly Passed and Signed by the Chairman

Proposer-Janet Trueman Seconded by Norma Rayne

Chairman's Report (Martin Brandt)

The Chairman thanked the Committee for their support and efforts during the year.

He also thanked Chris Roberts for all the hard work and hours devoted to getting the SCF Web Site up and working.

He asked members to report events, future open tournaments and results to Chris and to make the web an effective base for advertising and keeping records.

He also reminded all clubs that the Federation had an **indoor croquet** set for use at no charge to any Federation club. The court was about 8x6 yards and fitted in the boot of a hatchback or estate car. If a club wanted to use this facility would they please contact him direct

He then told the members that he was retiring as Chairman but would still be manager of the AC league

Secretary's Report (Jim Pertwee)

Jim read his report. It is at [Annex A](#)

Treasurer's Report (Rita Nunn)

The Treasurer presented the Accounts. These are at [Annex B](#)

The Treasurer stated that the subscription should be unaltered for 2013. She would however like club subscriptions paid by the 1st January.

Acceptance of the accounts was proposed by Ian Harrison and seconded by Clive Thompsett.

The accounts presented were passed by the meeting.

Association Croquet Report (Martin Brandt)

Advanced League –Only 3 Teams took part in this league-Blewbury, Reading and Aldermaston with Blewbury winning. Martin said that he would discuss with Steve Woolnought, who runs the advanced league, to see what can be done to increase entrants

Handicap League –This was a successful league with Phyllis Court winning the Northern Division and Harwell as runner-up. The Southern Division was won by Littleton with Basingstoke as runner-up. Phyllis Court beat Littleton in the play-off.

Phyllis Court qualify to play in the CA's Secretary's Shield in 2013

Presentation of Association Trophies

The Handicap League was won by Phyllis Court

The Advanced League was won by Blewbury

Golf Croquet Report (Frances Colman)

In Frances Colman's absence her report was read by Chris Roberts. This is at [Annex C](#)

Frances had held a meeting at Winchester CC for all clubs participating in the GC League on the 10th November. This had proved worthwhile and minor changes would be made in the 2013 leagues. A report had been circulated to all clubs playing golf croquet

She had expressed disappointment that only 3 clubs had participated in the Solstice (Norma Rayne) Cup.

Discussion took place with various suggestions as to how this could be rectified. It was confirmed that TVCC would run this competition in 2013. It would be on a Friday on 14th June in Abingdon.

Presentation of Golf Croquet Trophies

The Level Play League was won by Winchester

The Handicap League was won by Hamptworth

Doubles Only League was won by Ryde

Full results of leagues is on the web site

Coaching Officer's Report

Richard Stevens read his report. This is at [Annex D](#)

He would be contacting all clubs through the club's secretary as well as the coaching officers.

He also made a plea that all clubs had a nominated coaching member that he can contact

Report from the SCF Federation Representative to the CA (Brian Fisk)

Brian Fisk read his report. This is at [Annex E](#)

There then followed a discussion on how to raise more money by increasing membership of the CA. Several suggestions were made and Brian would put these suggestions to the next committee meeting

He was asked when the new Golf Croquet laws were coming out. To the best of his knowledge it was 2013

Development Officer's Report (Chris Roberts)

Chris Roberts read his report. This is at [Annex F](#)

Once again Chris gave examples of clubs getting grants to help buy equipment and also in High Wycombe's case of getting a grant to relocate.

High Wycombe should be relocating before the end of the year and hopefully would be playing on 2 lawns in their new location in 2013

Handicapping Officer's Report –

(This post was now split between AC –Brian Fisk and GC –Chris Roberts)

Association

This report was read by Brian Fisk and it is at [Annex G](#)

Golf

This report was read by Chris Roberts and is at [Annex H](#)

There then followed a discussion on the new rules that have been changed within association croquet members. These mainly concerned action to be taken by 12 handicaps and whether revised handicaps should be up or down. Association handicap problems should be referred to Brian Fisk

In Golf Croquet there had been a lot of apprehension on the handicaps allocated by clubs that had not used handicaps before. Chris said that the handicaps had worked well except for some individual cases that he would be sorting with.

There then was a plea in both GC and AC that all clubs should have a Handicap Officer.

Armada Tournament

The Chairman thanked Rita Nunn for getting this tournament off the ground.

It was won by Gary Yates and Sue Bradley

There was no presentation as the Cup at this stage had been mislaid. The Committee would be chasing this A date for this tournament to be played next year would be 15/16 June if there was no clash with a CA meeting. Clubs are asked to tell Martin Brandt if they would like to use their club. Clubs could also choose an alternative date that did not clash with one of their own club's activities

Election of SCF Committee Officer's for 2013

As Martin Brandt was standing down as Chairman and it was felt there should be a Tournaments Officer the following officers presented themselves for election and/or re-election:

Chairman	Chris Roberts – proposed Martin Brandt Seconded by Frances Colman
Secretary	Jim Pertwee
Treasurer	Rita Nunn
AC Officer	Martin Brandt
GC Officer	Frances Colman
Federation Rep	Brian Fisk – <i>This is a 3-year appointment</i>
Development Officer	Chris Roberts
Coaching Officer	Richard Stevens
Handicap Off. (AC)	Brain Fisk
(GC)	Chris Roberts
Tournaments	Richard Jenkins
Member w/o	Gillian Pett

All the above had Proposers and Seconders and were elected unanimously by those present

Amendments to the SCF Constitution

The amendments were part of the agenda.

The constitution changes were approved and are shown in [Annex I](#),

The amendments are highlighted within the Annex in Red

Any Other Business

a. Auditor.

Raymond Wood to be asked to audit the accounts next year.

Proposed Chris Roberts. Seconded by Jim Pertwee. The meeting approved

b. Boundary and Distances Changes

The meeting was asked about playing distances as it was felt that some of the mileages were deterring

clubs from fulfilling matches. It was stated that depending on numbers entering leagues and if a split was possible the split could be North/South or East/West

c. Inter County Matches

Procedures were explained by Brian Fisk.
Everything was still in the melting pot

d. Congratulations

Martin Brandt congratulated Winchester for getting in the National Final of the GC Inter Club Championship where they ended runners up Ashby.

Date and Location for next year's AGM

The Date would be within the dates shown on the amended constitution. The date chosen would try to stop clashes with dates already taken by the Croquet Association

Winchester was the preferred location as it was central. If any club would like to volunteer to host the AGM would they please tell the Secretary who will then discuss the application within the committee.

THE MEETING FINISHED AT 1pm

Jim Pertwee – *Secretary*

Please see the pages below for the Appendixes

Appendix 'A'

Secretary's Report

1. This has been my first year in office and I thank you all for your cooperation.
2. It has been decided that the Contacts List should only include those officers that need to be contacted and that it will not include home addresses. Telephone and e-mail addresses are shown and the individual can be contacted if further detail is required.
3. With the advent of the web page for the Southern Federation, "Thank You Chris", most details can be accessed here. If you want something else feel free to contact me and I will do my best to find the answer.
4. Venue and Date/Time for meetings has taken a disproportional time this year. I feel that central locations are essential to encourage more members to attend. Later in the meeting, we will be asking you to agree location and dates for Tournaments and Open Meetings.
5. Please use my offices and the web to advertise open tournaments run by your club. Hopefully this will encourage more members to participate
6. There is a full set of croquet equipment – Hoops, Mallets, Balls, Flags - that can be borrowed. These are at present in Henley. If you want to borrow them please contact me

Jim Pertwee – *Secretary*

Appendix 'B'
INCOME AND EXPENDITURE ACCOUNT
1 January 2012 to 31 October 2012

	2012	2011	2010	2009	2008	2007	
	£	£	£	£	£	£	
Income							
Subscriptions	366.00	358.00	34800	319.00	319.00	282.00	
Armada Trophy	60.00	50.00	60.00	60.00			
Solstice Trophy	140.00		105.60	278.11	245.00	34.25	
CQC/Improvers						115.00	
GC Referees Course/AC Coaching			30.10			173.00	
Laws course			31.20				
Total Income	566.00	408.00	574.90	657.11	564.00	604.25	
Expenditure							
Secretarial Expenses/Admin		13.48	12.00	30.00		18.00	
Trophies/engraving	224.38	213.17	105.40	136.98		17.62	
Lawn fees	250.00	140.00	40.00				
Room Hire AGM/Committee Mtgs			30.73				
CQC/Improvers						162.41	
GC Referees Course/AC Coaching						78.00	
Gifts/donations		91.96					
Travel expenses	94.00	139.00	98.40				
Equipment		1251.00					
Total Expenditure	568.38	1848.61	286.53	166.98	0.00	276.03	
(Deficit)/Excess of Income over Expenditure	(2.38)	(1440.61)	288.37	490.13	564.00	328.22	
BALANCE SHEET							
Current Assets							
Lloyds TSB Bank Account	1936.11	1895.29	3347.40	2983.73	2557.40	2029.02	
Cash							
Premium Bonds	500.00	500.00	500.00	500.00	500.00	500.00	
Debtors (travel expenses)				78.80			
Total Assets	2436.11	2395.29	3847.40	3562.53	3057.40	2529.02	
Current Liabilities (Secretary exps)			11.50	15.00		35.62	
(Engraving)	43.20						
Net Assets	2392.91	2395.29	3835.90	3547.53	3057.40	2493.40	
Represented by:							
Funds Brought Forward	2395.29	3835.90	3547.53	3057.40	2493.40	2165.18	
Excess of Income over Expenditure	(2.38)	(1440.61)	288.37	490.13	564.00	328.22	
Total	2392.91	2395.29	3835.90	3547.53	3057.40	2493.40	

Examiners Statement

I have examined the above Income and Expenditure Account for the 10 months to 31st October 2012 and Balance Sheet as at 31st October 2012 and I confirm they are in accordance with the cash book, bank statements and explanations given to me

Signed

C R Wood FCA

Date 14th November 2012

Costs Breakdowns

	2011	2010	2009	2008	2007	2006
<u>Trophies/engraving</u>						
Solstice medals/cups	65.72	75.90	61.98		17.62	
AC league Cup band/Engraving			75.00			
Adv League engraving		18.00				34.00
GC League:- Handicap cup	120.00					
“ “ engraving	27.45					
Armada Trophy engraving		11.50				
<u>Lawn Fees</u>						
Armada	40.00	40.00				
AC League final	50.00					
GC League final	50.00					

Rita Nunn - *Treasurer*

Appendix 'C'

Golf Croquet report

Sorry I am not with you today, as I am in South Africa enjoying the early summer sunshine and playing some croquet too!

As you all know, we held an end of season/pre-2013 season GC meeting a few weeks ago here at Winchester.

We did not have as many Clubs in attendance this year but it was very worthwhile for those present to air their views, and thank you to those who bothered to email with apologies and gave their thoughts on how things have gone over the past 12 months – there was general satisfaction all round.

I have issued the minutes from this meeting and hope that all Golf Croquet representatives from your Clubs have seen them. Anyone who hasn't please go to the SCF Website to view them or email me and I will send you a copy.

The main things that came out of the meeting were:

1. Concern about the lack of interest in the Solstice Challenge – This year the Tournament was Held at Ryde Croquet Club and only 3 of our Clubs were Represented (Thames Valley, Phyllis Court and Ryde), a big drop in participation but more seriously, the continuation of decline that dates back at least three seasons. You will see from the minutes that Ryde (this year's Winners) magnanimously suggested that we should try a restricted Tournament this year and it was agreed that this would be tried, with the bar set at a joint handicap of 6.

Hamptworth and Thames Valley offered to host next year's tournament and so, in-line with SCF Policy it was decided that it should be at Thames Valley, as they have not hosted it in recent years and it was at Hamptworth last year.

It was subsequently agreed that the 2013 Solstice Challenge will be held on FIRDAY 14th June.

2. Concern about the unwillingness of some Clubs to fulfil all of their away League fixtures – The SCF

Rules have me clarified in this regard to now read:

*“If a fixture is left unplayed due to the unwillingness of the **away** team to travel, then the next time that the two clubs are scheduled to play, the venue will still be that of the original home Club.*

*If a fixture is left unplayed due to the unwillingness of the **home** team to accommodate their scheduled visitors, then the next time that the two clubs are scheduled to play, the original home team will be required to travel”.*

3. The Level League – Last year there were only 4 Clubs in this League and 75% of them thought that they would like to play these fixtures in the same manner as the CA's Inter-Club Competitions – This has now been adopted and will commence this next season (again see the meeting minutes and/or web site).

I will issue initial entry form for all three GC Leagues in early December and would ask you to return them to me as soon as you Club has made their decision but by 13th January at the latest.

May I will you all a very Happy Christmas and Croquetful New Year and look forward to seeing you all next Season.

Frances Colman – GC Officer

Appendix ‘D’

Coaching Officer’s report

I have had the benefit of reading the reports circulated by other Coaching Officers of the CA for 2012 and I see that we have a long way to go to achieve that which happens in other areas.

Hamptworth’s programme for the year was

- | | |
|-----------------------------|----------------------------------|
| 1) Coaches Training Course | No applicants |
| 2) Golf Training Course | 3 delegates |
| 3) High Bisquers Tournament | 1 entry |
| 4) Bronze Training Course | 1 entry through CA + 2 from Fed. |

The club has decided that next year it will run similar courses but recruit through the Federation.

As a newish club (we have only just opened our fifth lawn) I feel we live in the shadow of the Croquet Academy at Southwick.

As for coaching at other clubs, I have a great problem with communications as an example I wrote to the secretary of each club recently to seek help for our Bronze course asking for a response from each coaching officer. I had three replies.

I attended Caversham for a ‘4BB break day’ in the Spring.

I can confidently report that the coaching given at the courses we ran was much appreciated by the delegates.

I am sorry that this is so negative, but I report it like it is, and would appreciate any offers of help or guidance. To resurrect a meaningful coaching policy, I intend to contact as many coaching officers in SCF clubs to see if a programme of coaching can be set up. To this end I would like to have the contacts for all the coaching officers in the region. Does anyone have a list?

Richard Stevens – *Coaching Officer*

Appendix ‘E’

Representative on the CA Council Officer’s report

I took over this role last year from my late wife Pat. Since then I have attended two Council meetings, the AGM and one committee meeting (I have only missed one council meeting.) I am a member of the

Handicap committee and the AC Laws committee as well as a member of the working party looking at the relationship between federations, clubs and the CA.

Much of the recent meetings of Council have been taken up with finance and strategy and in particular the level of development grants that the CA can afford to give, given that its income currently appears to be shrinking (in particular tournament income is not as good as it used to be.) These discussions have not yet reached any conclusions.

The council decided to award its gold medal (the highest award) to Chris Williams who has run the AC ranking system for the world for the last 20 years.

Jeff Dawson is now the chairman of Council (he replaces Barry Keen whose 2-year term ended after the AGM) and Tim King has been elected as vice-chairman (replaces Jeff Dawson).

The Council simplified the requirements of entry to all inter-club competitions so that team members no longer have to be individual CA tournament members – it is just the club that has to be a member of the CA and the team members of the club.

The WCF had accepted the CA's bid to stage an AC World Championship in 2013, which will run from 10th to 18th August at Surbiton (Roehampton, Woking and Hurlingham will be used as well) with a qualifying event the previous week at Nottingham.

Looking through the minutes I can't see anything else of significance.

Brian Fisk – *Representative on the CA Council*

Appendix 'F'

Development Officer's report

Since appointment I have attended the two CA Development Committee meetings in London, one of which took place since our last meeting.

At these meetings the main business is to decide upon the merits of Club's applications for grants and loans. Much of this is done by way of pre-read thanks to a mail-out of applications and supporting documents issued by the CA Office.

Additionally, there is a great deal of e-mail traffic between committee members, particularly when urgent attention is needed to adjudicate on grant applications mid-season when the next scheduled meeting is months away.

I have been disappointed with the response to my two circulars this season, and repeated requests in other correspondence for SCF Clubs to apply for such grants.

I even quipped that 'presumably SCF Clubs are all happy with their lot and want for nothing!' Still little response.

Wingrave CC have applied for a grant towards the purchase of a mower. The one that they have been using hitherto was borrowed from Wrest Park CC, and has now reached the end of its life. The application is due to be considered at the next meeting of the CA Development Committee, who will be meeting concurrently with our SCF AGM.

High Wycombe CC have applied formally for, and been granted assistance. They were duly awarded a grant of £3,000 and a loan of £2,000 towards their re-location project.

Basingstoke CC's similar move seems to have hit the buffers, and I have heard little from them for months, save that they are 'still looking at sites...'

I arranged for the CA's lawns advisor George Noble to contact the **White Horse CC** regarding Autumn Treatments and I believe that advice has been given.

The proposed new Club at **Sailsbury** is still yet to be born and the assistance that the CA can offer to such

projects has been the subject of much e-mail debate between Development Committee members.

Other encouragement has been made at **Lymington CC** where GC coaching had been arranged (by Chris Roberts & Frances Colman) with a view to preparing them for an entry into the GC leagues next season but sadly they pulled out of that sighting a clash of dates. The same officers did provide a coaching day at **White Horse CC** and this was seemingly appreciated.

Together with Frances Colman, we have established a good link with **Eton College** and arranged for them to play their Croquet Competition Finals at **Phyllis Court** in June.

This is a potentially rich vein of talent, which might not necessarily benefit our own Clubs right now, or even in the future, but will hopefully see these boys sufficiently encouraged to continue playing croquet at university and then local clubs wherever they settle thereafter.

Eton College will be returning to Phyllis Court next season and Frances and I will be visiting them to coach there too.

Chris Roberts – *Development Officer*

Appendix 'G'

AC Handicap Officer's Report

I am a member of the CA Handicapping Committee and have attended the only meeting of that committee in the past 12 months. The committee selected the recipients of the most improved mens and ladies awards which were subsequently awarded at the CA AGM (Christian Carter, Parsons Green and Sara Anderson, Woking).

The committee also did a review of CA handicappers and as a result Chris Roberts is now a CA GC handicapper and I am an CA AC handicapper. As a result, I shall refer all GC handicap matters to Chris. The committee also decided that odd numbered AC handicaps above 12 were not to be used.

There were two further decisions -

- Very High Bisquers: it was confirmed (a) that the maximum handicap should be 30; (b) players must always play off their correct handicap (unless rules of a competition require play to be off a lower one); and (c) all such games must be recorded on both their and their opponent's cards.

- Non-automatic AC Handicap Changes: it had been requested that consideration be given altering the requirement that such changes should be at least 3 steps to a lesser figure. It was agreed that no change would be permitted.

At our next meeting we shall be considering AC doubles handicaps as there is some doubt about the validity of the current arrangements especially when one of the players is a high handicap and the other a low handicap.

Brian Fisk – *AC Handicap Officer*

Appendix 'H'

AC Handicap Officer's Report

During the year I was appointed as a GC handicapping Officer by the Croquet Association and duly took over that role on the SCF as well.

GC handicaps are still a relatively new thing for most of our Clubs, save a few individuals who personally kept handicap cards and used the Automatic Handicapping System due to their individual participation in tournaments away from their home club.

Our Federation had been lagging behind others with the only interaction between our Clubs taking place in level play doubles games and hence no one bothered about handicaps.

With the advent of a Singles element to two of our Federation CG Leagues two seasons ago, this caused all our Clubs to encounter the need for handicaps for the first time.

I think it fair to say that we all expected there to be wild variations in the handicap assessments made by our geographically widely spread Clubs, especially in the first couple of seasons.

There were a few teething problems, but as we end our second season since this new undertaking, It is leasing to report that this last season, I have encountered only a relatively few incidences of glaringly incorrect handicaps.

These had been dealt with by appropriate changes for those players, and a few others were also in hand.

Both I and GC Leagues Manager Frances Colman had tried to attend as many clubs' league fixtures as possible to view playing standards and had seen all Northern Clubs and a few in the South during the season.

Concern has been noted that not all players are using handicap cards and I remind all League team Managers, Captains and individual players that this is a must.

It really is no good turning up to a match and then having a captain thinking on his feet and declaring that a certain player's handicap is 'x' (and in one instance stating a few weeks later that it was 'y') seemingly without any reference as to how these rankings had come about.

This is not within the spirit of fair play and is not fair to opponents, who's index points gained or lost in subsequent games, will be properly counted on their handicap cards.

Your co-operation in this matter will not only be appreciated but is formally required.

It is a shame too that a few of our Clubs have resisted the idea of handicaps.

This is hard to understand even if you only play level play games.

My experience is that players like to know of their relative merits when judged against their fellow club mates, and they enjoy the congratulations when a run of good results in a handicap reduction and strive to recover when the reverse happens.

An atmosphere of competition is gently fostered and the grading or seeding of tournaments and competitions with your Club becomes easy, because everyone knows their place in the 'pecking order'.

Your Federation share that aims of the Croquet Association, and the encouragement of comparative play in particular and I urge those Clubs currently resisting the adoption of handicaps, to join the rest of the Federation in striving towards there objectives.

I reiterate my willingness and enthusiasm to be available to advise all Clubs on handicap matters upon request. Please do call me, I will be delighted to help you.

Chris Roberts – *GC Handicap Officer*

Appendix 'I'

SOUTHERN CROQUET FEDERATION **CONSTITUTION**

- 1 NAME The name shall be the Southern Croquet Federation (SCF).
- 2 REGION OF INFLUENCE The Region of Influence of the SCF shall be the counties of Oxfordshire, Berkshire, Buckinghamshire and Hampshire, including the Isle of Wight, or such area as may from time to time be agreed with the CA.
- 3 OBJECTS The objects of the SCF are to promote and facilitate the game of croquet by supporting croquet clubs and organisations within the Region and to organise tournaments and competitions in which the membership may participate. It aims to support the objects of the CA.

- 4 MEMBERSHIP The membership of the SCF is open to any croquet club, with the agreement of the committee that completes an application form and pays the appropriate subscription. There are two classes of membership. Associates will not normally wish to take part in SCF competitions but may do so with leave.
- a) Full member clubs may enter teams in any competition organized by the SCF.
 - b) Associate member clubs may enter teams in SCF competitions only if agreed in each case by the Committee.

- 5 SUBSCRIPTIONS Subscriptions are due on **1 January** each year. The rates of subscription shall be determined at the Annual General Meeting. A Member Club that has not paid the subscription by the due date may at the discretion of the Committee be deemed to have resigned.

6 GENERAL MEETINGS

The Annual General Meeting (AGM) shall be held **between 1st November and 31st December** each year. The business of the AGM shall be to:

- a) Agree the minutes of the previous AGM and any other General Meetings
- b) Receive the certified accounts
- c) Receive the annual report of the Secretary
- d) Elect a person independent of the committee to certify the accounts
- e) Elect the Officers of the SCF. Nomination of candidates for election of Officers shall be made in writing to the Secretary at least 14 days in advance of the AGM date. Nominations can only be made by representatives of Full Member Clubs and must be seconded by another representative of a Full Member Club or a member of the Committee. In the absence of nominations for a vacant post prior to the meeting nominations may be taken from the floor. All nominations shall have the consent of the nominee. Only members of a Member Club may be nominated.
- f) Fix the SCF subscription rates
- g) Transact such other business received in writing or electronically by the Secretary from Member Clubs 14 days prior to the meeting and included on the agenda, notice of which will be communicated as before not later than 7 days before the meeting

A Special General Meeting may be called by the Committee or by a petition signed by representatives duly authorised to do so by Full Member Clubs. At least half the number of such Clubs must be represented. The petition will contain details of any Resolution to be put to the General Meeting. The Committee will arrange such a meeting as soon as practicable.

- 7 NOTICE Notice of the date of a general meeting shall be given to all member clubs by letter or electronically to the secretary of each Member Club as notified to the SCF secretary. Notice for an AGM will be at least 21 days; notice for a Special General Meeting will be at least 28 days and the business to be considered at the meeting is to be specified in the notice convening the meeting.

- 8 CONDUCT OF MEETINGS At a General Meeting Full Members shall have two votes, Associate Members shall have one vote and members of the Committee shall have one vote in addition to any vote they may be entitled to as a representative of a Member Club. The Chairman shall, in addition, be entitled to a casting vote if the number of votes cast for and against a resolution shall be equal. If a Member Club is unable to send a representative to a General Meeting it may register its votes by post (or electronically) by sending them to the Secretary so as to reach him beforehand.

A quorum for the AGM shall be 4 members of the committee plus 4 member clubs. A quorum for a Special General Meeting shall be a representative from each of half the Member Clubs.

- 9 OFFICERS The Officers of the SCF shall be Chairman, Secretary, and Treasurer. They shall be elected annually at the AGM. No person shall be eligible to be elected to any office until one year has elapsed if he has previously held that office for four years continuously. If, at the end of 4 years there are no nominations for replacement such Officers are eligible for co-option until the next AGM. The posts of two Officers' may be combined if the Committee recommends that the best interests of the SCF are so served: any such arrangement must be reviewed annually at the AGM.

- a) The Chairman shall preside over the General Meetings and Committee Meetings

- b) The Secretary shall keep full and correct minutes of all General Meetings and Committee meetings. A copy of draft minutes will be sent to each Member Club and all Committee members within a month of the Meeting. The Secretary shall also be responsible, after consulting the Chairman, for the conduct of the day to day business of the SCF
 - c) The Treasurer shall keep the accounts and transact the financial business of the SCF, and present to the AGM annual accounts made up to 31 December of the preceding year
- 10 COMMITTEE The committee shall consist of the Officers, the **Association** League Organizer, the Development Officer, the Golf Croquet Officer, the Coaching Officer, the **Association** Handicapping Officer, **the Golf Handicapping Officer, the Tournaments Officer**, the Regional Representative on the Council of the CA and one other person, who shall be a member of a Member Club. The committee members shall be elected annually at the AGM but no person shall be eligible to be elected to any office until one year has elapsed if he has previously held that office for four years continuously. If, at the end of 4 years there are no nominations for replacement such members are eligible for re-election, if willing, at subsequent AGMs.
- a) The Committee may co-opt additional members, or members to replace resigned or expelled members, as it deems fit, to serve until the next AGM
 - b) The Committee shall meet at least three times a year.
 - c) Four members shall form a quorum at committee meetings
 - d) The duty of the Committee is to organise the activities of the SCF and to control the affairs of the SCF on behalf of the Member Clubs
 - e) It is the duty of the Committee exercised through the Treasurer to keep accurate accounts of the finances of the SCF. These should be available for reasonable inspection by representatives of Member Clubs and should be certified before every AGM. All accounts opened by the Treasurer shall be in the name of the SCF. The Treasurer and Chairman shall be authorised by the Committee to make withdrawals or sign cheques
 - f) The Committee shall have full powers to deal with the affairs of the SCF as it thinks fit, subject to any resolutions passed at a General Meeting
 - g) Decisions shall be made on the basis of a simple majority vote and in the case of equal votes, the Chairman shall be entitled to an additional casting vote
- 11 REGIONAL REPRESENTATIVE ON COUNCIL **of the CROQUET ASSOCIATION**
The Committee shall be responsible for organising the election of a Regional Representative on the Council of the CA in accordance with the instructions of the Council and with the Constitution of the CA. **The Successful candidate will be elected for the period of time so instructed by the CA. However, the SCF rule regarding an individual not occupying the post in excess of four successive years is to take precedence.**
- 12 EXPULSION The Committee shall be entitled, by a majority vote of its members, to expel from office or from the Committee any Officer or Committee Member whom it shall consider to have been shown, by his conduct, to be unfit properly to carry out his duties.
- 13 DISSOLUTION If, at a General Meeting, a resolution for the dissolution of the SCF shall be passed the Secretary shall immediately convene a Special General Meeting of the SCF to be held not less than one month thereafter to discuss and vote on the resolution.
- If at that Special General Meeting the resolution is carried by at least half the representatives of the Member Clubs present and voting the Committee shall thereupon, or at such date as shall have been specified in the resolution, proceed to realise the assets of the SCF and discharge all debts and liabilities of the SCF. The remaining assets shall be transferred to the CA for future use within the Region.
- 14 AMENDMENTS TO THE CONSTITUTION Any proposed alteration to the Constitution may only be considered at a General Meeting convened with the required notice which includes the text of any proposed alteration. Such amendments shall be carried if more than two thirds of the votes are cast in favour.

Amended at the AGM on the 24th November 2012