

SWF Committee: Roles and responsibilities

1. The responsibilities of The Committee are set out in our Constitution:
<https://www.swfcroquet.org.uk/constitution/>
2. Each Committee member, Co-optee, and those working with them must
 - a. understand the role and objectives of the Committee and the limits of these, within the context of the CA structure and objectives
 - b. act in good faith for the general good of the SWF and its members
 - c. work as part of a team and accept collectively made decisions
 - d. respect others' views and the confidentiality of any matters that may arise
 - e. play an active role in furthering the work of the Committee and allow others to do the same
 - f. understand and follow the brief they are given
 - g. keep the Committee informed about their activities and any relevant issues
 - h. secure committee consensus on any changes to agreed actions or policy
 - i. be alert to and report any actual or potential conflicts of interest
 - j. consult and inform SWF members on a range of issues as agreed by the Committee
3. Agreed expenses incurred in undertaking these responsibilities may be claimed.
4. This document sets out the specific functions and responsibilities of various position holders.

Role	Chair
Post holder	Brian Wilson
Status	Directly elected
<p>Key role To ensure the work of the Committee is focussed, co-ordinated and effective.</p> <p>Principal activities</p> <ul style="list-style-type: none"> • To chair meetings • To support and co-ordinate the work of the Committee and those supporting them • To be the outward looking face of the SWF 	

Role	Secretary
Post holder	Linda Shaw
Status	Directly elected
<p>Key role To act as the first point of contact between the South West Federation, its member Clubs, the Croquet Association and other bodies or individuals</p> <p>Principal activities</p> <ul style="list-style-type: none"> • Maintain an accurate list of club contacts in line with GDPR regulations • Committee meetings <ul style="list-style-type: none"> ○ Arrange these in liaison with the Chair and committee members ○ Circulate agenda papers to arrive at least 3 days in advance of the meeting ○ Minute the meeting clearly recording decisions, the reasons for these and responsibility for further actions ○ Circulate minutes for approval within 5 days of the meeting ○ Post approved minutes on the SWF website within 10 days of the meeting, ensuring all members and SW Reps to CA Council are aware of their posting • General meetings <ul style="list-style-type: none"> ○ Ensure these are arranged in line with the constitution ○ See the separate planning schedule for full details of the necessary actions • Correspondence <ul style="list-style-type: none"> ○ Ensure all correspondence is at least acknowledged within 3 days 	

- Ensure all correspondence is forwarded promptly and appropriately for action

Role	Treasurer
Post holder	Peter Kirby
Status	Directly elected
<p>Key role To keep the accounts and transact the financial business of the Federation</p> <p>Principal activities</p> <ul style="list-style-type: none"> • Maintain full and accurate accounts for all financial transactions • To maintain an assets register • Ensure all accounts opened on behalf of the SWF are opened in the name of the SWF • Take measures necessary to minimise opportunities for fraudulent financial activity • Prepare and monitor annual budget • Provide information to the committee on all financial transactions as requested <ul style="list-style-type: none"> ○ This will normally be at each committee meeting • Inform the committee immediately of any unusual financial transactions • For each AGM <ul style="list-style-type: none"> ○ Work with the agreed independent examiner to ensure accounts are prepared ○ Present an Annual Income and Expenditure Account in line with constitutional requirements ○ With the Committee, agree the fees to be charged for the following year • NB: The financial year end is October 31st 	

Role	League Secretary
Post holder	Stephen Custance-Baker
Status	Directly elected
<p>Key role To be responsible for all matters relating to the organisation of the South West Federation inter-club leagues.</p> <p>Principal activities</p> <ul style="list-style-type: none"> • Oversee the implementation and development of the annual schedule of SWF League Matches • Respond to questions and queries relating to all matters arising from matches in the Federation leagues in accordance with SWF League rules • Ensure all results are posted on the South West Federation website. <p>Schedule The cycle starts in October when the SWF Secretary will send out the application for league entry form with the AGM notification.</p> <ol style="list-style-type: none"> 1. League entry forms are returned to the League Secretary, ideally before the date of the AGM, but the official date is 14 days after the AGM. The form will include entries to the Short Croquet tournaments. Organisation of these tournaments is not within the League Secretary's duties and the data is passed on to whoever is organising them. 2. Allocate teams to blocks and advise of any significant changes at AGM. 3. After the AGM, remind those clubs who have not sent in their entry forms that they have 14 days to do so. 4. Draft fixtures (reversing the previous year's venue where possible) and send to clubs in early December. Determine home teams for play-offs. 5. In December, approach clubs to host finals. 6. Early each year, arrange SWF representatives for the various league finals. 	

7. All fixture dates should be received from club Match Secretaries according to League rules.
8. Create tables for each league with the fixtures in chronological order and send them to the club Match Secretaries
9. Put tables of last year's league results on the website.
10. Enter fixtures and league tables on the website.
11. Throughout the playing season, receive results and update fixtures list and league tables on the website.
12. Advise play-off contestants of their opponents as soon as they are known, and remind them of the match deadlines.
13. Ensure that trophies are at the appropriate final venue.
14. Obtain plaques for presentation to league winners

Role	Development Officer
Post holder	Paul Francis
Status	Directly elected
<p>Key role To assist new clubs to become established and enable existing clubs to improve their facilities.</p> <p>Principal activities</p> <ul style="list-style-type: none"> • Develop, maintain and disseminate wide-ranging information about start-up and development resources and funding for clubs • Co-ordinate the provision of such support to clubs • Provide assistance re: grants and loans to clubs • Promote the CA club Awards scheme • Be an active member of the CA Development Committee <ul style="list-style-type: none"> ○ The CA pays expenses incurred in relation to this ○ CA also reimburses the Federation for expenses incurred in undertaking the Development role but this does not include travel to committee meetings 	

Role	Coaching Officer
Post holder	Roger Mills
Status	Identified by Committee
<p>Key role Develop and oversee the development and implementation of a coaching strategy for the region ensuring coaching needs are met.</p> <p>Principal activities</p> <ul style="list-style-type: none"> • Develop, maintain and promote a body of coaching resources • Identify with clubs their coaching needs • Identify and support opportunities for shared coaching within the region • To represent the SWF on the CA Coaching Committee https://www.croquet.org.uk/?p=games/coaching/fco 	

Role	Handicapping Officer
Post holder	Tony Mayer
Status	Identified by Committee
<p>Key role To encourage and support the implementation of CA approved handicapping practice across the region</p>	

Principal activities

- To maintain parity of handicaps between clubs
 - This is mainly undertaken by an analysis of the previous season's AC and GC league results
- To act as a focal point for handicapping enquiries in the region
- To provide guidance to clubs on good handicapping practice
- To resolve handicap queries concerning an individual player in consultation with relevant handicappers
- Monitor the overall equivalence of handicaps between clubs
- Liaise with club, federation and CA handicappers as necessary
- Liaise with the CA Handicapping Committee

Further information on the role may be found at:

<https://www.croquet.org.uk/?p=members/docs/committees/handicapping>

Role	Cygnets editor
Post holder	Linda Shaw
Status	Identified by the Committee - not necessarily a committee member

Key role

In liaison with the Committee to collate and circulate Cygnets at least 4 times a year and more frequently if required

Principal activities

- Seek contributions from members and committee
- Format these into eye catching, friendly format
- Ensure all articles / photos used are authorised for use
- Obtain committee approval for final draft
- Circulate to all club contacts and SW Reps
- Ensure copy appears on website

Role	Webmaster
Post holder	Alison Maugham
Status	Paid

Key role

In consultation with the Committee, to maintain the SWF website and advise on technical issues and improvements