



AUSTRALIAN CROQUET ASSOCIATION

SPECIAL COUNCIL MEETING

The Royal Coach, Adelaide

Monday 15th September, 2014

MINUTES

Welcome by the ACA President Neil White who opened the meeting at 0830hrs.

AGENDA ITEM 1 – Roll Call including names of proxy delegates.

ACA President	Neil White
ACA Senior Vice President	Jim Saunders holder of proxy for Robyn Wallace
ACA Vice President	Megan Reynolds
ACA Honorary Treasurer	Jim Clement
ACA Honorary Secretary	Bruce Fleming
President Croquetwest	Merryl Garrod
Member Management Committee Croquetwest	Michael Trefusis-Paynter
President Croquet Queensland	Doug Williams also holder of proxy for Valda Wintzer
Secretary Croquet NSW	Steve Thornton
Ordinary member Croquet NSW	Pam Gentle
President Croquet Victoria	Mike Cohn
Ordinary member Croquet Victoria	Lorraine Gutchner
Vice President Croquet Tasmania	Bob Godfrey
Secretary Croquet Tasmania	Tricia Vierra
Vice President SACA	Eileen Ferguson
Golf Croquet Director SACA	Heather White
Administrative Officer ACA	Susan Linge
Apologies	
Immediate Past President ACA	Robyn Wallace

AGENDA ITEM 2 – Consideration of and adoption of the Strategic Plan

2.1 ACA Strategic Plan - Approval

MOTION: That the final draft of the Strategic Plan be approved.

LODGED BY: ACA President.

BACKGROUND One of the outcomes of the Council meeting held in September, 2013 was for the ACA to develop a Strategic Plan. At the beginning of this year the States were asked to nominate a representative to be on the Strategic Planning Workshop Group (SPWG). The Group, with members of the newly elected Executive participated in a workshop facilitated by Melanie Woosnam from Active8 and the results formed the basis of the Strategic Plan.

RATIONALE The ACA is the peak national body for the sport of croquet and it is inherent that it should have a Strategic Plan that is overarching and paving the future direction for the Council and Executive. The lack of such a document inhibits government funding, sponsorship and future recognition as a National Sporting Organisation.

CONSULTATION Each State has had a representative on the Strategic Plan Working Group, members of the Executive have participated in two face to face meetings as well as those conducted by Skype. The first draft of the Plan was distributed to the Management Committees of each State for comment and feedback.

FINANCIAL CONSIDERATIONS / IMPLICATIONS: There will be a financial impost but as the implementation is over a four year period the costs can be amortised. One of the first action items for each of the immediate key strategic priorities will be to prepare a budget.

IMPLEMENTATION: The SPWG will continue for the next six months preparing operational plans and action items for the identified key strategic priorities.

Neil White introduced the Strategic Plan and congratulated the working group.
Tricia Vierra gave an overview of the plan preparation including learning outcomes and findings

Motion as stated - Mike Cohn (Vic).
Seconded - Doug Williams (Qld).

Motion Carried unanimously

There were a number of Motions put forward at the last AGM proposing amendments to the Constitution and By-Laws which were deferred as they concerned structural change to the Executive/Council and they potentially pre-empted the results of the Strategic Planning Workshop Group – They are the motions referring to Clauses 5.1.2, 5.1.5, 5.2.1, 6.3.1, and 6.4.2.2, By-Laws 25.1.2, 25.1.4, 25.3, 25.4, and 25.7.

Neil White (ACA) requested deferral of agenda items referring to the above Clauses and By-Laws. These are agenda items 3.1 to 3.5, 4.1 to 4.4, 4.6 and 5.1

Motion - Mike Cohn (Vic) said these items should not be deferred but should be referred to the Strategic Plan Working Group.
Seconded - Steve Thornton (NSW)

Motion Carried

AGENDA ITEM 3 – Proposed amendments to the Constitution

[Motions require three quarter majority]

3.6 Clause 7.5 – Finance and Property

MOTION: That Clause 7.5 be amended as follows

The Treasurer shall maintain within the books three funds which will be credited with levies received from the States for the purpose of funding the cost of international events. The funds will be;

- *7.5.1 The International Hosting Fund – such fund to provide for the costs of hosting World Croquet Federation and other international events such as the Trans-Tasman competitions.*
- *7.5.2 The International Teams Participation Fund - such fund to provide for costs of training for and participation in the*
 - *MacRobertson Shield*
 - *World Croquet Federation Golf Croquet Teams Competition*
 - *Trans-Tasman Teams Competition for both Association Croquet and Golf Croquet*

7.5.3 *The World Croquet Federation Individuals Championships Participation Fund – such fund to provide some reimbursement for players competing in World Croquet Federation Championships.*

Current wording of Clause 7.5

The Treasurer shall maintain within the books and International Fund (IF) which will be credited with levies received from the States and from which expenses will be debited for:

7.5.1 the MacRobertson Shield, Trans-Tasman events, WCF World Championship events and other international events approved by the Executive Committee; and

7.5.2 hosting international events as approved by the Executive Committee.

LODGED BY: Honorary Treasurer

BACKGROUND The cost to the International Fund of providing support to individuals competing in WCF Championships is becoming increasingly more difficult to forecast due to changes by the WCF in their selection processes. The proposed change to the funding structure will ensure that, by targeting the amount of support provided to individuals competing in these events, financial stability is maintained.

RATIONALE The Treasurer, in consultation with the Executive and the Administrative Officer, is to apportion the current International Fund Levy between the three funds to ensure that there is sufficient in the International Hosting and International Teams Participation Funds to cover all known and foreseen calls on those funds and the remainder to go into the Individuals Championships Participation Fund. This may require minor adjustment in future years to ensure that the ratios are correct.

FINANCIAL CONSIDERATIONS / IMPLICATIONS:
Improved budgeting accuracy

IMPLEMENTATION: Via Amendment

ACA Treasurer Jim Clement outlined the history of the funds and rationale for the changes. Mike Cohn (Vic) spoke in support.

Motion as stated - Jim Clement (ACA).
Seconded – Megan Reynolds (ACA).

Motion Carried.

AGENDA ITEM 4 – Proposed Amendments to the By-Laws

[Motions require two thirds majority]

4.5 By-Law 25.5 – Amendments to duties of the Honorary Secretary

MOTION: That By-Law 25.5 be amended as follows

25.5.1 The Honorary Secretary shall:

- .1 convene, prepare the agenda for, and attend Council and Executive Committee Meetings, ensuring that proper minutes are kept of all meetings;*
- .2 communicate appropriately the minutes and decisions of all meetings and ensure as far as possible that decisions are carried out;*
- .3 keep up to date the official copy of the ACA governance documents;*
- .4 be responsible for all incoming and outgoing official correspondence;*
- .5 investigate grant opportunities and lodge grant applications;*
- .6 be responsible for forwarding to the ACA webmaster all governance material to be placed on the website.*

Current wording of By-Law 25.5

25.5.1

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- .3 keep up to date the official copy of the ACA governance documents;
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- .5 investigate grant opportunities and lodge grant applications;
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LODGED BY: Honorary Secretary

BACKGROUND The Executive has documented the duties of the Administrative Officer and has examined the way that those duties interrelate with the duties of the Honorary Secretary. This analysis showed that the duties of the Honorary Secretary were more associated with governance responsibilities rather than day to day administration activities

RATIONALE By-Law 25.5 should be amended to more accurately reflect the delineation of duties between the Honorary Secretary and the Administrative Officer to provide clarity in the execution of their respective roles.

FINANCIAL CONSIDERATIONS / IMPLICATIONS:
No Financial implications

IMPLEMENTATION: Via Amendment.

Motion as stated – Bruce Fleming (ACA).
Seconded – Jim Clement (ACA).

Motion Carried.

Bob Godfrey joined the meeting at 08.52

4.7 By-Law 27.4.1 – Member Protection ~~Information~~ Committee

MOTION: That By-Law 27.4.1 be amended as follows.

The member protection ~~information~~ committee consists of three persons who have completed an MPIO course and are appointed by the Executive Committee to advise the association on member protection policy. The committee members are Appointed Officers who are not elected annually by the Council but are appointed in accordance with By-Law 28.

Current wording of By-Law 27.4.1

The member protection information committee consists of three persons who have completed an MPIO course and are appointed by the Executive Committee to advise the association on member protection policy.

LODGED BY: Honorary Secretary

BACKGROUND: The Member Protection Committee members have completed an MPIO course and are appointed by the Executive to advise the association on member protection policy issues.

RATIONALE: Member protection issues may be compromised if a committee member involved in protracted and sensitive issues is not re-elected and is required to hand over these issues to a new committee member.

FINANCIAL CONSIDERATIONS / IMPLICATIONS:
No financial considerations

IMPLEMENTATION: Via Amendment

It was agreed that the motion be altered to change the title of the committee from Member Protection Information Committee to Member Protection Committee. It was also noted the last line of 'Background' "they are trained individuals who resolve sensitive issues without pre-determined timeframes" be deleted.

The motion as amended – Bruce Fleming (ACA).
Seconded – Jim Clement (ACA).

Motion Carried.

4.8 By-Law 27.8 – Refereeing Committee

This motion was withdrawn.

4.9 By-Law 28.1.1 –Appointed Officers. General

MOTION: That By-Law 28.1.1 be amended as follows

Council shall establish positions for employees and appointed officers and shall set By-Laws and or policies for each position.

Current wording of By-Law 28.1.1

Council shall establish positions for appointed officers and shall set By-Laws for each position

LODGED BY: Honorary Secretary

BACKGROUND The Administrative Officer position description has been reviewed and the duties have been clearly defined.

RATIONALE The By-Law change will formalise the establishment of the Administrative Officer role.

FINANCIAL CONSIDERATIONS / IMPLICATIONS:

The report ACA ADMINISTRATIVE OFFICER CONDITIONS OF EMPLOYMENT 2014-15 defines the employment costs of the Administrative Officer.

IMPLEMENTATION: Via amendment

Following discussion by Neil White (ACA), Jim Clement (ACA) and Tricia Vierra (Tas) the motion was amended to remove the words *administrative officers* and add the word *employees* in their place. The words *and or policies* were added after the words *By-Laws*. i.e. 'Council shall establish positions for employees and shall set By-Laws and or policies for each position'

The motion as amended – Bruce Fleming (ACA)

Seconded – Megan Reynolds (ACA)

Motion Carried

4.10 By-Law 28.1.3 –Appointed Officers. General

MOTION: That By-Law 28.1.3 be amended as follows.

In the event of vacancies or potential vacancies, the Executive Committee may call for applications from suitable persons interested in becoming an appointed officer. Within the last 6 months of the calendar year the Executive Committee may call for expressions of interest from suitable persons to apply for any position occupied by an appointed officer, and within this time publish the names of all appointments made to fill these positions for the following calendar year;

Current wording of By-Law 28.1.3

In the event of vacancies or potential vacancies, the Executive Committee may call for applications from suitable persons interested in becoming an appointed officer. Within the 6 months following each

AGM the Executive Committee may call for expressions of interest from suitable persons to apply for any position occupied by an appointed officer, and within this time publish the names of all appointments made to fill these positions for the following 12 month period;

LODGED BY: Honorary Secretary

BACKGROUND The current practice seeks written expressions of interest which are received two months prior to the AGM with confirmation soon after. This does not allow the Appointed Officer the opportunity to discuss with the Executive a plan of work and any associated costs that maybe incurred. The budget is agreed to at the AGM without the Officer being able to have any input.

RATIONALE To streamline the efficiency of the ACA, give support and certainty to the people who are being appointed to Appointed Officer positions it is proposed that the timing of these appointments be changed. If this process was undertaken in the lead up to the Council meeting in September, anyone being appointed to a position will be able to present a fully costed program to the Executive in November/December for adoption and inclusion in the following calendar year budget. The Officer would take up their appointment from 1 January to 31 December.

FINANCIAL CONSIDERATIONS / IMPLICATIONS:

Will give more certainty in budgeting for Appointed Officer incurred expenses

IMPLEMENTATION: Via Amendment

Jim Clement (ACA) discussed the way the new process would improve budgeting accuracy.

Motion as stated - Jim Clement (ACA).

Seconded - Jim Saunders (ACA).

Motion Carried

4.11 By-Law 28.16 - National Handicapper

This motion was withdrawn.

4.12 By-Law 28.5 – National Directors of Refereeing

This motion was withdrawn.

4.13 By-Law 28.10 – THE HIGH PERFORMANCE MANAGER

MOTION: That By-Law 28.10 be amended as follows

***By-Law 28.10 – THE HIGH PERFORMANCE MANAGERS -
ASSOCIATION CROQUET and GOLF CROQUET***

ACA will from time to time call for applications from persons interested in being appointed a High Performance Manager (HPM) for the Australian team/squad for Association Croquet and a High Performance Manager (HPM) for the Australian team/squad for Golf Croquet. The HPM(s) will be involved in the preparation of the respective national team(s)/squad(s) for specified events, and will last for a specified time;

Current wording of By-Law 28.10

By-Law 28.10 – THE HIGH PERFORMANCE MANAGER

ACA will from time to time call for applications from persons interested in being appointed a High Performance Manager (HPM) for the Australian team/squad. The HPM will be involved in the preparation of the national team(s)/squad(s) for specified events, and will last for a specified time;

LODGED BY:	Honorary Secretary
BACKGROUND	A motion proposing the appointment of a HPM for Golf Croquet was passed at the last AGM. The Executive has now appointed a HPM for Golf Croquet and a HPM for Association Croquet.
RATIONALE	By-Law 28.10 should be updated in accordance with the motion and the recent appointments of two HPMs, one for AC and one for GC.
FINANCIAL CONSIDERATIONS / IMPLICATIONS:	There are no financial implications.
IMPLEMENTATION:	By amendment.
Jim Clement (ACA) suggested amending the motion by adding an S to the word MANAGER in the title to make it plural.	
The motion as amended – Bruce Fleming (ACA)	
Seconded – Megan Reynolds (ACA)	
Motion Carried	

AGENDA ITEM 5 – Other Motions of which Notice has been given

5.2 State affiliation for selection to State Teams

MOTION:	That the ACA Executive develops a definitive state affiliation requirement, binding on all members, for selection to state teams, to be effective by the 2015 AC ISC.
LODGED BY:	Croquet Victoria
RATIONALE:	The issue of eligibility for State Team selection was raised at the Brisbane AC National Championships and requires further consideration.

CONSULTATION:

FINANCIAL CONSIDERATIONS / IMPLICATIONS:

IMPLEMENTATION:

Neil White (ACA) said that consultation was needed with key stakeholders and a timeframe to be set; this will be discussed by the Executive

Motion as stated – Mike Cohn (Vic)
Seconded – Doug Williams (Qld)

Motion Carried

5.3 The National Technical Panel

MOTION: That the composition and structure of the National Technical Panel be formalised in the By-Laws.

LODGED BY: Neil White, President Croquet Australia.

RATIONALE: The National Technical Panel has not been described in the By-Laws and is active in producing referee training material.

CONSULTATION:

FINANCIAL CONSIDERATIONS / IMPLICATIONS:

IMPLEMENTATION:

Bruce Fleming (ACA) discussed the definitions of the National Technical Panel contained in the ACA policy document *Accreditation and Reaccreditation Program ACA Referees and Umpires*.

The motion lapsed.

5.4(a) Patron of the Australian Croquet Association

This motion was withdrawn.

5.4(b) Patron of the Australian Croquet Association

MOTION: States shall put forward names of people who could be asked to become Patron of the ACA.

LODGED BY: Administrative Officer

BACKGROUND: If Motion 5.4(a) fails, the States to consider other people who could be approached to become Patron of the ACA. The States shall send their suggestions to the Administrative Officer.

RATIONALE:

CONSULTATION: Executive

FINANCIAL CONSIDERATIONS / IMPLICATIONS: There are no financial considerations.

IMPLEMENTATION:

This motion was debated at length, the main emphasis being the need to have a Patron who was prepared to have involvement with the sport.

The question of who should be the ACA Patron was referred back to the Executive Committee and for the Executive to define the role of a Patron.

Motion moved Bruce Fleming (ACA)

Seconded Megan Reynolds (ACA)

Motion Carried

5.5 Amendment to Tournament Regulations 15.6 Hoops

MOTION: That Tournament Regulation 15.6 be amended to provide additional clarity when setting hoops and to bring Australia's Championships in line with the rest of the world.

Current	Proposed
<p>15.6 HOOPS</p> <p>1. The distances between the inner surfaces of the uprights of each hoop are to be set as near as possible to the nominal distance (3 11/16 inches or, where advertised, 3 3/4 inches) as can in practice be achieved. To allow for inaccuracies in gauges, hoops and setting techniques, a tolerance of plus or minus 1/32 inch is allowed.</p> <p>2. In all ACA events other than Handicaps the nominal distance is to be 3 11/16 inches. It is to be 3 3/4 inches in Handicap events.</p>	<p>15.6 HOOPS</p> <p>The clearance is defined as the difference between the distances between the inside edges of the uprights at half-ball height. Unless otherwise advertised in the Fixtures Calendar/Event Description, or as stated below, hoops must be set such that the clearance is as near as possible to:</p> <ol style="list-style-type: none"> 1. 3 21/32" with an upward tolerance of zero and a downward tolerance of 1/64" for Championship events (See Appendix/Attachment). 2. 3 11/16" with an upward tolerance of zero and a downward tolerance of 1/32" for events played under conditions of Advanced Play and events played under mixed conditions (including GC tournaments). 3. 3 3/4" with an upward tolerance of zero and a downward tolerance of 1/16" for handicap and other events. <p>The Tournament Manager may alter the advertised clearance, provided that the new settings and the reason for doing so are publicised before play starts that day.</p>
	<p>Appendix/Attachment 1</p> <p>List of Championship Events</p> <ul style="list-style-type: none"> - AC Men's and Women's Singles (final if 4 entrants have a starting DGrade >2100, semi finals if 8 entrants have a starting DGrade >2100). - President's AC First Eight (Eddie Hunt Trophy) - AC Open Doubles and Singles Knockout section only.
	<p>Appendix/Attachment 2</p> <p>Hoop Setting Document for TM</p> <p>The TM and TR, with consultation from the TC (if possible) can elect to make the hoops tighter than that stipulated in TReg 15.6 if the new settings and the reason for doing so are publicised before play starts that day and the TM, TR & TC agree that doing so is both practical and will not require the imposition of time limits that would otherwise have been</p>

	<p>unnecessary or cause more games to go to time if limits are still in place.</p> <p>The main reasons this would occur are:</p> <ul style="list-style-type: none"> - the conditions are considered easy, i.e. soft courts where hoops are not offering the desired resistance, and - as the event progresses, i.e. quarters, semi and finals.
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LODGED BY: Tournament Committee

BACKGROUND While the Australian Tournament Regulations have been clear on hoop setting in the past, i.e. 3 11/16" +/- 1/32" there seems to be a lot of variety between venues, tournaments, managers, referees, etc. The Tournament Committee has looked at existing hoop regulations from around the world-

The WCF regs state

Hoops must be set such that the clearance is as near as possible equal to, but not less than, 1/32" (0.8mm). When conditions are considered "easy", this clearance may be reduced to a minimum of 1/64" (0.4mm) if the TR and TM jointly agree that doing so is both practical and will not require the imposition of time limits that would otherwise have been unnecessary"

The MacRobertson Shield Regs state

provide hoops which meet the WCF Equipment Regulations in force at the start of the first Test Match, which shall be set to an internal width which is between 1/64 inch and 1/32 inch wider than the largest diameter of any ball to be used on the relevant court"

CNZ regs state

the following for AC Tier 1 events

Hoops to be set to the largest ball plus 1/32" with an upwards tolerance of zero and a downwards tolerance of 1/64" unless otherwise advertised."

CA regs state

HOOP WIDTH. The clearance is defined as the difference between the distance between the inside edges of the uprights at half-ball height and the maximum diameter of the largest ball to be used on the court. Unless otherwise advertised in the Fixtures Calendar, or as stated below, hoops must be set such that the clearance is as near as possible to:

- 1/32" for Championship events (see [Appendix 3](#))
- 1/16" for events played under conditions of Advanced Play and events played under mixed conditions
- 1/8" for handicap and other events

Tolerances on hoop settings are +0% and -50% in each case. The Manager may, in accordance with Regulation [M2.C.10](#), alter the advertised clearance by up to 50% in either direction, provided that this and the reason for it is publicised before play starts that day.

RATIONALE

As such, the TC have been looking at our current regs to see if they can be improved to a) provide more consistency and certainty for players and management alike and b) have our Championship events move more in line with the rest of the world to help improve our top players to be more competitive against the world's best.

FINANCIAL CONSIDERATIONS / IMPLICATIONS:

There are no financial implications

IMPLEMENTATION: Via amendment

The motion was debated at length and it was agreed that Section 15.6.1 of the amendment was considered to be not feasible in its stated intention and that it should be referred to the Tournament Committee. Clauses 15.6.2 and 15.6.3 were agreed.

Moved Eileen Ferguson (SA)
Seconded Jim Clement (Vic)

The motion failed and the amendment will be referred back to the ACA Tournament Committee.

The meeting was closed at 0955hrs.