



## ACA Executive Committee Meeting

### Minutes

18<sup>th</sup> February, 2015 at 1700 hours

#### Attendees

Neil White (NW)	
Megan Reynolds (MR)	Jim Clement (JC)
Bruce Fleming (BF)	Susan Linge (SL)
Robyn Wallace (RW)	

#### Apologies

Jim Saunders	

#### Notes

Subject	Issues	Action	Officer and Completion Date
2	Adoption of Executive Committee Meeting minutes		
2.1	Wednesday 21st January 2015	Adopted	Executive Committee 18-02-15
2.2	Friday 6th February 2015	Adopted	Executive Committee 18-02-15
3			

	Follow up and Action Items from previous Executive Meetings		
3.1	Croquet Refereeing Guide	Ongoing	SL
3.2	WCF Women's AC World Championships	A Player holding a member place and has withdrawn due to injury. The Administrative Officer will advise the ACSC to select a new player when the committee chair is available in mid-March.	SL
3.3	Update ACA Website	Webmaster will provide a budget to update the website. The Administrative Officer will discuss the management of the website with current webmaster and the Victorian webmaster.	SL
3.4	Eligibility for Interstate Teams and ACA Medal Events	The Administrative Officer to provide minutes of the Skype meeting to the President and in the meantime the Honorary Secretary who will write to the states providing the minutes and advice that there is no change to eligibility requirements for the 2015 Eire Cup.	SL BF
3.5	Define Role for Patron	A paper was produced by the President and it was agreed that this issue will be placed on the agenda for the new Board / Executive.	BF
3.6	Executive attendance at ACA tournaments	The paper produced by the President on this subject was accepted. This issue plus the need to more clearly define an appeals committee for ACA events will be placed on the agenda for the new Board / Executive. The Honorary Secretary to write to the chair of the Organising Committee for the AC	BF BF

		Championships Ken Edwards regarding Executive availability for the appeals committee.	
3.7	Thank you gifts at ACA tournaments	The Administrative Officer has sourced examples of merchandise which could be used for gifts or prizes and will be discussed by the Executive in Sydney.	BF
3.8	B Level AC Tournaments 2015	Ongoing, waiting for the Chair of the Events Committee to return to Australia. It was decided not to present existing unused trophies for these events.	SL
4	Issues arising from Committees and/or Appointed Officers	Nil items	
5	Issues arising from Players/Team International Representation		
5.1	Report – WCF Women's GC World Championship, Egypt, 2014	Report received. The Administrative Officer will send a copy to the GC Selection Committee.  The President will reply to the authors of the report – the three players who represented Australia in Egypt.	SL  NW
5.2	Thank you – WCF Women's GC World Championship, Egypt, 2014		
5.3	Thank you – WCF Under 21's GC World Championship, New Zealand, 2015	The President will reply on behalf of the Executive.	NW

6	World Croquet Federation Matters		
6.1	WCF Official Rulings	There has been no advice that the WCF Official Rulings for GC have been adopted. The Administrative Officer will write to the Australian representative on the WCF Management Committee regarding the status of the Rulings.	SL
7	Policy and Procedure Development		
7.1	2015 Anti-Doping Policy	The States have been advised of the policy. The Administrative Officer will arrange for the policy document to be placed on the ACA website.	SL
8	Tournaments		
8.1	Gold Medal, Men's and Women's Singles, Eire Cup		
8.1.2	Entries Men's and Women's Singles	The entry is online via 'The Duffers Tice' and will close on Thursday 19 <sup>th</sup> February.	
8.1.3	ACA Representation – Wednesday 11 to Tuesday 17 March	Previously covered in item 3.6.	
8.1.4	Tournament Management and Refereeing	All management and refereeing arrangements are in place.	
8.1.5	Thank you gifts	Previously covered in item 3.7.	
8.2			

	GC Open Doubles and Singles Championships	The Executive endorsed the use of the online tournament entry facility for these events.	
8.3	President's GC Eights		
8.3.1	TM Report	The Administrative Officer will send the report to the Chairs of the Events and Tournaments Committee	SL
8.3.2	TR Report	The Administrative Officer will follow up with the Tournament Referee on the status of referees 'on request /supervising' during the event	SL
8.3.3	Survey	There have been thirteen responses to the online survey.	
9	Financial Matters	The Honorary Treasurer advised that he had had to find a new auditor, as the auditor used last year and appointed at the 2014 AGM is no longer conducting audits. He has engaged Crowe Haworth, which is an international firm, the Australian arm of which has in excess of 30 offices throughout the country. He advised that he had delivered the MLC statement as at 31 <sup>st</sup> Dec 14 to the auditors, having received it in mid-February.	
10	Constitution and Agenda Items		
10.1	Travel Policy	The Administrative Officer is continuing with the development of the Travel Policy.	SL
10.2	SPWG – Operational Plan	The SPWG operational plans will be included in the AGM agenda as 'other business'	

		When Sections 2 and 4 are completed the Administrative Officer will send a copy to the Honorary Secretary who will circulate the plans to the Council members no later than two weeks before the AGM.	SL  BF
11	AGM		
11.1	Legal Advice	Legal advice on voting rights at the AGM was provided by Griffin Legal.	
11.3	Order of Meeting	The President will develop a motion on acceptance of a new constitution for the AGM. The Administrative Officer and the Honorary Secretary will produce an agenda for the AGM to be sent to the States by Friday 20 <sup>th</sup> February.	NW  SL and BF
11.4	First Directors	WA,VIC and SA have named their First Directors should the new constitution be adopted.	
11.5	Accommodation and Venue for Meeting	The AGM is to be held in the 'Stateroom' of the Mercure Sydney International Airport starting at 0900hrs. The Executive agreed to lift the cap on accommodation reimbursement to AGM delegates to \$150 per night.	
12	New Business		
12.1	ACA Dress Code	This item is referred to the next Executive Committee meeting. It is proposed to modify Clause 12.7 of the ACA Tournament Regulations to better clarify the requirements of the player dress code and also to clarify the dress code of officials.	
12.2			

	ASC Recognition Agreement	This agreement with the Australian Sports Commission has been signed and is to be referred to the next Executive / Board.	
12.4	Update TREP Workbook	<p>A question was raised about the use of the copyright symbol in the footer of the Tournament Referee Education Programme training document.</p> <p>A general discussion then ensued about whether or not ACA publications should be registered for copyright or just include the words 'ACA publication'. It was agreed that this matter be forwarded to the incoming committee/board to develop a policy on the copyright / intellectual property requirements for documents developed by ACA committees and Appointed Officers.</p>	
12.5	Update Constitution	The Executive reviewed a document prepared by the Administrative Officer collating the comments from the States on the proposed Constitution. This document has been referred to the CRWG for consideration and potential changes to the Constitution.	
12.6	Bid from Deniliquin CC to host the 2015 GC Handicaps	The bid was noted.	SL
12.7	Resignation of the Chair of the Member Protection Committee.	The President will prepare a letter for the Honorary Secretary to be sent to the Chair of the Member Protection Committee.	NW and BF
Meeting closed at 2000hrs.			
Next Meeting – Wednesday 4 <sup>th</sup> March at 1915hrs.			