

ACA EXECUTIVE MEETING 31 October – 1 November 2011

Record of Meeting

In attendance: Chair Robyn Wallace, Greg Diprose, Neil White and Nerida Taylor

AGENDA ITEM	SUBJECT	ACTION OFFICER
1.0 PRELIMINARY		
1.1	Apologies Apologies were recorded from Tony Hall and Max Murray	
1.2	Meeting Procedure No discussion	
1.3	Conflict of Interest Register The meeting agreed the importance of identifying any conflicts of interest and that any perceived conflict of interest should be declared and registered. There were no declarations. The meeting also agreed that this concept should be kept in the fore when reviewing the Constitution, and the sections relating to roles and governance structures.	
1.4	Order of Business The order of business remained as listed.	
1.5	Minutes of the last Executive Meeting– 25 March 2011 The meeting agreed that the informal Executive Committee meeting in Adelaide should be considered as the ‘last meeting’. (Neil or Robyn to provide a copy of meeting notes to the ED) The meeting also agreed that in the interests of transparency, from henceforth, the Executive ‘record of meeting/decisions’ should be placed on the ACA website.	
1.6	Business arising from other meetings (the AGM, Presidents Meeting) The meeting agreed an audit of actions should be conducted. Agenda Paper 1.6 starts that process.	
2.0 REPORTS		
2.1 EXECUTIVE		
2.1.1	President and Portfolio role(s) – Robyn Wallace The President (Robyn Wallace) addressed a range of issues in her report including ACA presence at ACA events when possible and/or practicable; the need to develop clear guidelines about Executive and volunteer re-imbursements and affirm the need for people to take up their entitlements as part of their ‘contract’; and the need to examine and tease out the implications of Constitution’s description of the President’s role to “ensure the policies of the Association and Council are properly implemented and coordinated.” The President also noted that whilst there was an important role as the visible figurehead- troubleshooting, attending events and writing messages for various fora, the Presidents also spent time in less visible ways researching, thinking and consulting. The meeting agreed that a key part of the President’s role was ensuring that progress was made on ACA priorities. The States should also be drawn more actively into this process. Two Councils per year would be needed to achieve this. A Notice of Motion to be prepared for the AGM.	
2.1.2	Senior Vice President and Portfolio role(s) – Greg Diprose The Senior Vice President commented on the current ACA programme and the need to review event- related roles (individuals and committees) and events processes. He noted issues relating to the costing, planning and approval of national and international events.	

	The meeting agreed that the Snr V-P be tasked with a review of the above matters and report back to the Executive on his findings, with recommendations for change.
2.1.3	<p>Vice President and Portfolio role(s) – Neil White</p> <p>The Vice President (Neil White) noted that in the absence of a specific role in the past, he was keen to become involved in sponsorship related matters. A discussion thread through previous reports was the cost of staging events. The V-P considered sponsorship could contribute a major boost to event finances and add to event ‘desirability’.</p> <p>The meeting warmly welcomed his offer and confirmed him in the ‘Sponsorship’ portfolio role.</p>
2.1.4	Treasurer- Tony Hall
2.1.5	<p>Honorary Secretary & Executive Director – Nerida Taylor</p> <p>The ED noted her workload was three separate bundles of work- an administrative officer bundle- routine processing of information and event related activities; an Hon Sec bundle relating to ACA constitutional business processes; and the ED bundle- developing a broad view of the sport and its policies and processes; raising the sport’s profile at the national level, strategic planning and coordinating effort to achieve organisational goals; monitoring and evaluating performance, troubleshooting, and managing stakeholder relationships. It had been a struggle for previous ED’s, and she was working very long hours to ‘keep up’ with the breadth of work. All bundles had to be done and these required very different skills and knowledge levels. Whilst the position is named ED, there is little time left in the 25 hours per week for ED level work. The ED work is essentially being done in an additional 15-20 or so hours per week.</p> <p>She then addressed the issues associated with the ED employee role combining with the elected Honorary Secretary role. From the ACA Constitutional perspective, the Hon Sec is the ED and the Hon Sec is elected. This leads to the possibility of another person successfully nominating for the Hon Sec position, which effectively means that the ED would no longer have a job- an unacceptable position from an award and an employee perspective. There is a further reason to break this nexus as, under current arrangements, it reduces by one, the number of elected Council positions truly open to State nominations.</p> <p>Further, to have an implied honorary role assumes, or could be construed to assume, that the employee will or should donate time. This embedded assumption is also a breach of the Award and Fair Work Australia principles. The ED noted that she had not agreed to undertake any voluntary work and there was a time-in-lieu arrangement in place.</p> <p>The ED concluded by saying that there were conflicts of interest in assuming both roles. The ED should have the opportunity to propose and promote policies and business, but the elected representatives should be the decision makers. There were a number of approaches to remedy the situation including separating out the roles, deleting “honorary” etc but the implications of all possible options needed to be explored.</p> <p>The meeting agreed that the President and the ED together consider these issues and identify options for the Executive to consider- including obtaining office assistance from one of the Volunteer organisations.</p>
2.1.6	<p>Budget and Programme Information</p> <p>The meeting agreed that AGM budget information could be expanded to better show how expenditure is directed. A programme budget approach which attributed resources across strategic plan ‘key result areas’ would provide a more transparent picture to the States. Follow-up required.</p>
<p>Summary comments</p> <p>These themes underpinned earlier agenda item discussions:</p>	

<ul style="list-style-type: none">• The need to review ACA Executive roles and work .• The need for wider State participation in key work/issues areas.• The need to know more about our stakeholders.• The need for more detailed information on events- both income/inputs and outputs/expenditure and on player participation.• The need to have clearer policies and guidelines on re-imbursement for officials and volunteers.		
2.2 ACA COMMITTEE REPORTS		
2.2.1	AC Selection Committee	No report
2.2.2	GC Selection Committee - Report 2.2.2 John Compton The meeting agreed the GCSC should propose a revised policy setting out the criteria to be used for future selections and the rationale for their approach. The Executive would then refer as a discussion paper to the States before making a final decision. [NB The GCSC comprises three elected members, the HPM, the most recently appointed Captain of the relevant Australian GC team, and the President as an ex-officio member.]	
2.2.3	Coaching Committee See Report 2.3.1 [JR] The NCD (John Riches) reported on his efforts to train Level 2 coaches in four states, and his success in training a Level 3 coach in SA. He also made reference to his recent visit to WA where he ran a Level 2 croquet-specific coaching course, and ran other croquet coaching workshops. A cost structure was established for the coaching workshops- \$20 per day (five hours). In summary- a cost component was covered by voluntary subsidies (meal donations etc), however income from coaching workshops largely covered costs. The meeting agreed that the NCD should be thanked for his report and the cost-neutral - cost-positive nature of the exercise be noted.	
2.2.4	International Committee - no report. Needs to convene.	
2.2.5	AC Committee - no report GC Refereeing Committee - (covered under Agenda item 2.3.2)	
2.2.6	Magazine Committee - covered under 2.3.7	
2.2.7	Tournament Committee - no report	
2.2.8	Events Committee (not in Handbook) Also relates to 6.3 Peter Freer The meeting <ul style="list-style-type: none">• acknowledged the large event-related workload for those involved;• recognized that arms-length event management was difficult;• that ACA representation at ACA events was still an unresolved issue;• expressed concern about the timing of draws and preparation of programmes; and <ul style="list-style-type: none">• agreed that the Events Committee should continue its assessment of the principles that underpin current event related roles and event related processes, and propose a model for the future.	
2.2.9	ACA Laws Committee - Max Hooper The ACA Laws Committee report referred to the diminishing number of rulings on the Law as many people now use the O.R.L.C. Commentary which is available on-line. Even though this is the case, the Committee considers its role remains valid as questions do arise. The Executive agreed on the issue of removing differences between GC and AC rules and laws, that it considers it a valid discussion, however it has no position on the matter as it stands.	
2.3 ACA APPOINTED OFFICERS REPORTS		

2.3.1	National Coaching Director - Report 2.3.1-John Riches The meeting agreed: <ul style="list-style-type: none"> that the work of training Level 2 and 3 coaches was very important and John's work should be acknowledged; that it was highly desirable to encourage Level 2 or 3 coaches to fill the roles of SCDs; that terms greater than one to two years were desirable but the States were the decision makers on this; that as John will withdraw from the SCD role in April 2012, applications will be called for, in accordance with the Handbook provisions 28.1.3 John's offer of advice and assistance for the next appointee was also noted with thanks. The meeting also agreed that training of Level 2 and 3 coaches may be able to be run in association with national events where players are in attendance. One possibility is a coaching segment being added to the ACA Championship programme in March 2012. The meeting thanked John for his invaluable contribution over a significant period of time. The meeting also agreed that the role of NCD could be split into AC NCD and GC NCD. When Expressions of Interest are called for, the role of NCD GC should be included.	
2.3.2	National Director of Refereeing (NDR GC) – Gordon Matthews -provided a report on national GC refereeing activities and issues. He advised that once they were available, the Executive would need to consider: <ul style="list-style-type: none"> the ACA Accreditation/Reaccreditation programme for Referees and Umpires; the revised GCR examination; and the proposed GCR training programme Other matters: issues arising from the GC National Championships are addressed under Agenda Item 8.3; Recommendations arising from the National Referees Committee Meeting are addressed under Agenda Item 5.1.1 The meeting thanked Gordon for his report, and will await receipt of the programmes.	
2.3.3	National Director of Refereeing – AC	No report- Don Close
2.3.4	Equipment Officer	No issues to report- Shirley Hallinan
2.3.5	Sales Officer	No issues to report- Shirley Hallinan
2.3.6	ACA Events Manager	See 6.3 Greg Diprose
2.3.7	Magazine Editor & Membership Officer Report 2.3.7 Carolyn Ribone The meeting thanked Carolyn for her extensive report and agreed the following: <ul style="list-style-type: none"> That Carolyn purchase an laptop suitable for her purposes, as soon as convenient. Invoice to the Treasurer. That her proposal re timing of deadlines for articles should be instituted. That wider input from well accredited people should be encouraged (elite players, coaches , the Executive). That the Executive look at producing an annual newsletter for inclusion. The meeting also agreed that it was of concern that Magazine subscriptions remained static or decreasing. It agreed to ask for a profile of subscribers- how many are individuals and how many are Clubs. As a way forward, the meeting agreed discussions should take place with Carolyn on the feasibility of shifting focus towards email and on-line distribution -with some copy on the ACA website. Since it is commonplace now to receive e-newsletters and magazines, this option should be explored with a view to improving our market penetration and readership, attracting increased advertising and reducing printing costs.	
2.3.8	High Performance Manager/Ag- Peter Landrebe.	

	Applications for the position of High Performance Manager have been called for. It is hoped that an appointment will be made during November. A report on the MacRob training day held in association with the Presidents 8's events had been provided to the Executive.
2.3.9	<p>National Director of Gateball Report 2.3.9 Gilon Smith</p> <p>The Executive agreed to:</p> <ul style="list-style-type: none"> • Note the progress of Gateball in Australia and the steps that may need to be taken in the near future. • Consider the issue of future integration of Gateball within the ACA. • Seek feedback from the Selection Committee on the draft Gateball selection process. • Ask the Treasurer for a recommendation on the funding of representative Gateball teams following consultation with the National Gateball Director. • Task the National Gateball Director to bring before the Executive a proposal for an interstate Gateball competition noting that the level of Gateball participation may not yet be sufficient to support such a competition amongst states. <p>With respect to the possibility of a bid to host the 2018 World Gateball Championships, the Executive considered that it had to sort out some aspects of its programme before making any further commitments.</p>
2.3.10	<p>Official Representative on the International Laws Committee (ILC)(Max Hooper)</p> <p>In his report, Max noted that there remain items of unfinished business in AC Laws revision, however any major revision is some years away. He also noted that one matter that remains unresolved is whether the points of difference between the rules of GC and the rules of AC should be removed.</p> <p>The meeting thanked Max for his report.</p>
2.3.11	National Director of Schools Croquet - Lowen Clarke - See Agenda item 5.10
2.3.12	<p>National Director of Golf Croquet- Anne Quinn</p> <p>2.3.12 (a) GC Selection Panel Review</p> <p>The meeting agreed that the current separation of GC and AC Selectors should remain. The meeting also agreed that improving the knowledge base of Selectors was a worthwhile aim.</p> <p>In terms of future appointments and avoiding any ad hoc approach, the Executive noted that there would be discussion later on the agenda relating to all appointments and the method of appointment, so this issue would be incorporated into that later discussion.</p> <p>2.3.12(b) GC Refereeing and Umpiring Issues</p> <p>The meeting agreed that a GC reference group which could bring together and address cohesively, many of the issues raised, was desirable. The Working Group set up after the 2011 Executive meeting and AGM (to examine referee and refereeing issues) had yet to report. After that group reports, an assessment will be made as to whether, or what should follow.</p>
2.3.13	Insurance Officer See 3.11
2.3.14	<p>National Handicapper –In confidence Report 2.3.14-SM</p> <p>The National Handicapper noted progress on these issues:</p> <ul style="list-style-type: none"> • List of AC and GC handicappers is now up to date as at mid-June 2011; • Rob McAdam will take on the role as National Handicapper from 1 December 2011 when Stephen retires. <p>The Executive agreed that Stephen should be thanked for his significant contributions during his appointment as National Handicapper.</p>
2.3.15	<p>Official Representative on the WCF GC Rules Committee (GCRC) - Tony Hall.</p> <p>Victoria's concerns about Rule 14 - Etiquette was discussed. Tony to be approached to</p>

	refer the question to the GCRC.
2.3.16	Assistant Treasurer -It was agreed that the position should be advertised as vacant along with other ACA appointed positions. The possibility of obtaining the pro bono services through one of the banking outreach / community programmes was raised. The meeting agreed this option should be explored.
2.3.17	Webmaster's Report - Stephen Meatheringham The Executive thanked Stephen for his report and for all his work and his timely updates. The Executive also agreed that discussions be held with Stephen given his interest in retiring from the role. The ED to follow-up. The matter of an honorarium (minimum of \$750 AU) for the next webmaster is to be referred to the Treasurer for comment. If agreed by the Treasurer, this should be incorporated into the budget to be presented to the AGM for approval.
Summary of Comments relating to Committees and ACA Appointed Officers. The meeting agreed that the roles (both appointed and committee) required considerable and differing expertise and that clearer job specifications needed to be developed as well as a more formal process of appointment in order to obtain the 'best fit' between job requirements and skills and knowledge of appointees. The ED is to contact all appointees and ask if it is their intention to remain in position. A recommendation is to be made to the AGM that appointments (Officers) be for two years and that appointments be made through the process of advertisement and interview and not from the AGM floor if there remains a vacancy. The ED to check what Constitutional amendments may be required to achieve this.	
3.0 GENERAL BUSINESS	
3.1	Youth Challenge Deferred. The meeting agreed that there was no pressing need to consider this item at this stage.
3.2	Meritorious Service Award. The Executive considered the nominations for this Award and reached a conclusion. The Award will be announced at the Executive's discretion, probably in association with the ACA Championships in Perth.
3.3	NZ Croquet Scholarships. The Executive reached agreement on these. (NB The Selectors were consulted after the meeting.) The meeting also agreed to develop more specific guidelines for these scholarships, and to call for nominations earlier in the year- possibly around July- to facilitate participation in the December NZ GC Championships.
3.4	High Performance Manager The meeting agreed that a Selection Panel be formed to interview candidates and make a recommendation for appointment to the Executive. The Panel to comprise - Chair, Greg Diprose (Senior Vice President ACA); members, Peter Landrebe, A/g High Performance Manager and Nerida Taylor ACA ED. The Selection Panel to interview candidates in association with the ACA Open Championships in Melbourne.
3.5	New Club Grant Application-Ballina Cherry Street CC The meeting agreed that the Club met the criteria for the New Club Grant therefore a grant of \$1000 will be provided.
3.6	Simon Watkins complaint to ACA The Executive agreed that it should examine the validity of its actions in relation to Simon Watkins complaints and disciplinary action by the VCA. The ED in the first instance to examine what occurred, and what our obligations were, in respect of our Constitution, our Member Protection Policy and application of the principles of natural justice. The ED then to report to the Executive with recommendations for action (if appropriate).

3.7	Removed - Covered under 5.4
3.8	<p>Disability Measures- Special Needs .</p> <p>The Executive received a brief report on responsibilities under the Disability Discrimination Act 1992- the pertinent concept being that reasonable adjustments must be made to allow a person with a disability to participate in a sport. Or to put it in the converse, if a person with a disability is required to comply with a requirement and it has the effect of disadvantaging that person, and the discriminator could have made reasonable adjustments, then unlawful discrimination has occurred. In croquet, this could be as simple as allowing certain types of footwear eg sandals for people with crook feet, or providing extra support – a referee-in-charge, for persons who have difficulty in remembering the ‘state of the game’, for instance.</p> <p>The Executive agreed that this should be taken on board and that it would be helpful to obtain information from States on the breadth of their programmes and measures to increase participation of disabled or differently-abled persons/groups. The Executive Director to follow-up and promote her findings through the Magazine.</p>
3.9	Referee Accreditation - See 5.11-Referees Committee Meeting and Issues Report
3.10	<p>Member Protection Information Officer Issues</p> <p>The Executive agreed that an audit of who are currently registered as MPIOs should be conducted through the States. The question of what constitutes ‘reaccreditation’ should be examined along with the role of ‘Complaints Officers’ under the current arrangements. The ED to follow-up.</p>
3.11	<p>Insurance Report.</p> <p>Jim Saunders reported to the ED that the insurance policy had been finalised. There had been some last minute changes to data that had caused a minor delay in finalising the policy.</p> <p>The billing process would be changed- States and the ACA would be billed separately on a pro rata basis. The broker would issue invoices, then after receipt of payment, issue the Insurance Certificates. The process should be concluded around mid November.</p> <p>The Executive thanked Jim for his sterling efforts.</p>
3.12	<p>Thirty pubs in thirty days- request for input from Brendan Edgerton.</p> <p>Film maker, Brendan Edgerton is setting of on his ‘30 pubs in 30 days and 30 games of croquet’ trip from the Breakfast Creek Hotel in Brisbane on 1 February, 2012.</p> <p>The Executive agreed that further contact be made to see how we can assist and support the event/film in the interests of promoting croquet. Neil White to follow-up.</p>
3.13	<p>Presidents Tens Update including limitation on number of courts available at Cairnlea- February 2012.</p> <p>The VCA has advised the ACA that it will have a reduced number of lawns for the President’s Tens events in February. Greg Diprose to follow up and establish what was approved for the Event, in the Calendar at last year’s Council meeting.</p> <p>Greg /Events Committee to assess ambit of current event and recommend a format and changes if appropriate, taking into account the option of a smaller or split event.</p>
4.0 WCF RELATED BUSINESS	
4.1	<p>Statutes Update to incorporate new email-based decision-making processes.</p> <p>The Executive agreed to vote in favour of the proposal.</p>
4.2	<p>Nominations for President and for new Management Committee Member</p> <p>The Executive agreed to vote for Stephen Mulliner for the position of World Croquet Federation President. The ED to vote on behalf of the ACA.</p>
4.3	<p>Nomination for GC Rules Committee</p> <p>Noted- no action required</p>
4.4	<p>Hosting future WCF Events</p> <p>No further bids at this stage- resolved in advance of the meeting (31 Oct)</p>

4.5	Australian nominations for 2012 WCF AC WC Selections to be made and WCF informed.
4.6	WCF Events 2012-2022 The ACA needs to develop its own draft plan, taking into account the proposed WCF calendar. The ACA will not be placing any more bids on the table at this stage. The Executive was concerned that the South African Championships were not factored into its programme or budget and reserved any commitment until the matter had been explored further. Greg Diprose to follow up.
5.0 POLICY ISSUES / REVIEWS	
5.1	Australian GC Training/Development Squad Selection Policy. Report 5.1 John Compton. The Executive agreed with the recommendations in this report. The Treasurer to work with John Compton on the associated budget before GC squads are selected. Note- the appointment of a HPM is imminent and s/he should have an involvement with the Selection Committee on these matters. The GC Selection Committee Chair praised the successful GC training weekend held during 2011 but asked ' who chose the participants and what were the criteria used' as the GC SC had not been involved in that process . The Executive agreed that this be explored and answers be provided to the GC SC Chair.
5.2	Player Agreement and Selection Policy Review. Report 5.2. ED The meeting agreed that anomalies between the Player Agreement and the Selection Policy be made consistent. The meeting also confirmed that the signing of the Player Agreement was the trigger for ACA support and player involvement- until the Agreement was signed, there was no ACA-Player contract. The issue of player travel insurance to be explored instead of the ACA depending on a catch all 'medical disclaimer'.
5.3	ACA Junior affiliation fees –proposal to waive. Verbal . ED A proposal to waive the ACA affiliation fees for junior croquet players was discussed. The meeting agreed that rather than pursue this approach it would continue to invest in and encourage junior players through other programmes and actions.
5.4	Uniform Issues. Email 30/10 & Verbal. ED` The Executive discussed this at length and concluded that the current standard is essentially undefinable in that there are dozens of shades of white, and as fabric ages, it changes into creams and greys. To require Tournament Managers to enforce the undefinable is an unnecessary distraction. The meeting considered that allowing for individual preference in attire should appeal to a wider player group and therefore the current references to sporting attire and footwear should be changed. The amendments should read 'neat and appropriate sporting attire' which covers whites, colours, team uniforms, and 'flat soled shoes' ie shoes that' do not mark the lawn'. An associated note should read- players choosing to wear open-toed shoes (sandals) or toe shoes should be responsible for their own safety by being conscious of surrounding play. This of course applies to all players. The meeting agreed that a Notice of Motion be presented to the AGM for decision. Support for this was by way of a majority decision and not unanimous. The meeting also agreed that advertising on attire should be accepted, however development of guidelines is desirable. A process to undertake the work arising from these recommendations needs to be devised.

5.5	<p>ASC 4 year Development Plan. Verbal. ED</p> <p>The meeting agreed that the development of such a Plan was important. Information obtained during preparation of the 'State of Play' report (See Agenda Item 5.7 below) would be important baseline data. Contact to be made with the ASC to establish current requirements. Neil White and the ED to action.</p>
5.6	<p>ACA Strategic Plan. Verbal. ED</p> <p>The ACA Strategic Plan is due for review and update. An up to date and comprehensive picture of all aspects of the sport and its participants is desirable in order that the Strategic Plan be soundly based and as relevant as possible. A 'State of Play' report to be undertaken, harnessing a wide range of information. (See Agenda Item 5.7 below.)</p> <p>In the meantime, the meeting agreed that the current plan be displayed during the ACA Open Championships and input as to its scope be sought from participants and observers. In addition, feedback to be sought from the States. The ED to action.</p>
5.7	<p>State of Play report. Report 5.7. ED</p> <p>The Executive endorsed action to date on the 'State of Play' report. The States have been asked for their support and participation. Two States have responded positively to the proposal. Further scoping work to be undertaken in collaboration with the States and other interested persons ahead of the AGM. Neil White to be involved in this.</p>
5.8	<p>Volunteers Policy. Report 5.8. ED</p> <p>The meeting agreed that a Volunteers Policy be developed in cooperation with the States.</p>
5.9	Disability Issues -now covered under Agenda Item 3.8
5.10	<p>Schools Coaching Policy and Coaching System.</p> <p>The meeting agreed to adopt in principle the schools and pre-schools coaching work being undertaken by the NDSC. Further refinement of the 'Policy' and the 'System' may be needed over time, but the aspirational direction is supported by the Executive.</p> <p>The meeting also agreed to approve the recommendation that a coaching event be held in association with an ACA event, subject to ACA being involved in the broad planning. The meeting also agreed that croquet as a sport should be made more accessible. Its participant profile should reflect the extraordinary age, cultural and differently abled diversity of our society. See agenda item 10.2 Croquet Outreach for further discussion on this point.</p> <p>The meeting agreed that the web pages relating to the Schools Coaching programme be placed on the ACA website after some minor editing.</p>
5.11	<p>National Referee Issues</p> <p>5.11(a) National Referee Committee – Report and Issues (Gordon Matthews)</p> <p>The Executive agreed that the recommendations from the Referee Committee meeting should be considered in detail. The Referee Working Group (RWG) led by Jim Clement (formed March 2011) will be asked to review recommendations and devise a plan and a process to address them.</p> <p>5.11.(b) Refereeing at major GC events (Anne Quinn)</p> <p>The Executive agreed with the thrust of the report and agreed the issues raised in the report need to be addressed.</p> <p>Given that the subject of this report complements 5.11(a) above, the Executive agreed the RWG should include the issues raised in this report, and the recommendation, in its examination. Jim Clement to be asked to follow-up.</p>
6.0 ACA CONSTITUTION REVIEW	
6.1	Separation of Tournament Regulations from Handbook. Report 6.1 TH

	<p>The meeting agreed that the section of the Handbook referred to as 'Conditions' be separated from the Handbook and included in 'Regulations for Tournaments'. Tony Hall to action.</p>
6.2	<p>Proposed new ACA governance structure</p> <p>The meeting agreed that the framework for this discussion was the need to achieve a more effective ACA governance structure underpinned by better working relationships with the States. Indicators for success were defined as:</p> <ul style="list-style-type: none"> • Better links between the States and the ACA. • Increased cooperation and collaboration between the States and the ACA and a two-way flow of communication and work. • Increased ACA credibility from the States' and Players' perspectives. <p>The option on the table to achieve these outcomes was the creation of a Board, to replace the current Council- with the possibility of States having one or two Board members.</p> <p>After discussion, the meeting agreed that:</p> <ul style="list-style-type: none"> • the Board proposal needed more exposure and consideration before being recommended to an AGM. • before recommending change, the ACA should work more purposefully to create greater links with, and between the States and itself, on issues most effectively addressed at the national level. • As part of this effort, two Council meetings should be held per year. These should be held in association with ACA events. States would have the option of appointing proxies to represent them. • Over the next year, the States would be asked to work with the ACA on governance and constitution issues- possibly through the preparation of Working Papers on relevant considerations. • There were still inconsistencies in the Handbook and these require a 'tidy-up' Notice-of-Motion for the coming AGM. • It is necessary to separate out the role of Executive Director from the elected Honorary Secretary position and undo the nexus currently between them in the Constitution. It is not a tenable position to have a paid employee having to assume an elected honorary role. This will also be the subject of a Notice-of-Motion for the next AGM.
6.3	<p>Streamlining of event related processes – review of current committees and roles. Report 6.3. Events Committee. Peter Freer</p> <p>The meeting agreed that the Events Committee review current committees and roles and prepare a rationale and draft Notices of Motion for the AGM, for Executive approval. Consultation should occur with any impacted Committees or persons.</p>
6.4	<p>GC National Events and Regulations for GC Tournaments.</p> <p>The meeting agreed that the issues raised in the paper should be addressed. Greg Diprose and the Events Committee to coordinate work on the issue. Other persons to be included as appropriate. A report to the AGM will be needed on the development of the GC Regulations for Tournaments.</p>
<p>7.0 ACA PENDING OR ACTUAL VACANCIES-[Please note the Executive's policy on Appointed Positions- see 'Summary Comments' which follow Agenda item 2.3.17].</p>	
7.1	<p>Ratification of appointment of National Handicapper</p> <p>Rob McAdam will replace Stephen Meatheringham as National Handicapper from 1 December 2011. The meeting welcomed Rob's appointment and thanked Stephen for his experienced input over the period of his appointment.</p>

7.2	Webmaster Stephen Meatheringham has asked that a new webmaster be found. He is willing to assist in the assessment of any nominees for the position. A specification will be prepared for the position.
7.3	Treasurer- The ACA Treasurer position will be vacated by long term incumbent, Tony Hall, at the next AGM in March 2012. <i>(Correct at the time of the meeting. TH is now standing again and intends to retire in 2013).</i>
7.4	Assistant Treasurer- the position is vacant- it is desirable that an Assistant Treasurer be found to shadow the current Treasurer before a change occurs in March. The possibility of a volunteer from a bank to fill the Assistant Treasurer position to be explored by the ED.
7.5	Archivist- position to be advertised on the website and through the State networks.
7.6	Librarian- position to be advertised on the website and through the State networks.
7.7	National Coaching Director. Refer to 2.3.1 The position to be advertised on the website and through the State networks in line with Executive Policy on such appointments- noting though, that there is at least one person who has expressed an interest in this position.
7.8	Corporate Sponsorship Director (This matter arose in earlier discussions. For the purpose of clarity, it has been extracted and recorded here). Neil White has expressed interest in adopting this role. His particular thrust will be an assessment of current business processes and opportunities for corporate partnerships. He has agreed to prepare a Working Paper on what the ACA could offer, and how such partnerships could be structured.
Summary Comments The meeting agreed that all these positions should be advertised with a 'job specification' and associated information on the skills and experience required to undertake them. The possibility of establishing a 'skills' register and 'knowledge bank' also to be explored by the ED.	
8.0 EVENT RELATED ISSUES	
8.1	GC Trans Tasman Proposal. Information 8.1. The meeting agreed with the proposed four year cycles for AC and TT. The meeting had reservations about scheduling a GC TT in 2012 as it considered the principle of holding an AC TT in the year before the MacRob to be of higher priority. The meeting therefore agreed the need for further discussion with NZ Croquet on its views about the AC TT being a 'preparation' event for the MacRob, and the timing of the next TT. The ED to follow-up.
8.2	Presidents Eights – Event Review - Report 8.2 Deferred pending outcome of events review. Greg Diprose and Events Committee.
8.3	ISS / GC Bronze Medal and Men's and Women's Open Championships 2011. <ul style="list-style-type: none"> • Report from Pam Shepherd • Report from Gordon Matthews TR • Report from Greg Bury And issues arising <ul style="list-style-type: none"> • Format of ISS Issues to be considered as part of Events Review. Deferred pending outcome of that review. Greg Diprose and Events Committee
8.4	Policy for rain-affected ACA interstate events. Verbal report. ED A policy from the past had been located. ED to take forward- possible consultation with States and Interstate team captains.
8.5	Super Advanced Croquet. Verbal. ED

	Deferred-SAC to be considered for inclusion in the Events Review.		
8.6	Handicap AC and GC events – review Report 8.6 (GC) NT There was strong support for the retention of these events, however further consideration was deferred pending the outcome of the Events Review. Greg Diprose and Events Committee.		
8.7	ACA representation at ACA events. Report applicable to 8.7 and 8.8 Email TH The meeting agreed in principle that there should be ACA representation at ACA events. The meeting also agreed to ask Max Murray to prepare a Working Paper outlining the framework principles for ACA involvement, the issues relating to costs and benefits, and proposing options, including a recommended option, for the Executive to consider and adopt.		
8.8	Events Overview including calendar, budgets and viability. Report 8.8. NT The meeting had already approved a major review of Events and all event-related issues. There was no further discussion.		
8.9	ACA Calendar Review	Refer to above	
8.10	WCF Women’s AC World Championships - bid refinement. Referred from WCF. The meeting agreed the WCF comments should be referred to the Tournament Director and Organising Committee for consideration. Comments to be referred back to the Executive. The ED to action.		
8.11	WCF GC World Teams Championships Deferred.		
8.12	GC Presidents Tens - lawns issues and numbers. See Agenda Item 3.13.		
9.0 AGM RELATED ISSUES			
9.1	Notifications and timetable. ED AGM Notification and associated timetable has been sent to the States. ED will continue to address AGM related issues.		
9.2	AC Presentation Dinner - Perth 2012 Format of dinner function Croquetwest’s proposal for a more informal presentation dinner was accepted by the Executive. ED to advise Croquetwest.		
9.3	Executive Motions Drafts are to be prepared for Executive approval.		
9.4	Structure of meetings and events - Deferred		
10.0 OTHER BUSINESS			
10.1	MacRobertson Squad Training Report 10.1. The Executive noted the report had been previously circulated, and thanked Peter for his input.		
10.2	Croquet outreach The meeting noted that there was a range of excellent community programmes that could link into various forms of croquet. Max and Robyn are interested in pursuing the Jiminy Wicket programme. Lowen Clarke has involvements in similar programmes. Whilst there was insufficient meeting time to explore this fully, the meeting agreed that the States should be asked about their (their Clubs’) engagement in such programmes. National opportunities are to be explored in due course. Max should proceed with his efforts and liaise with Robyn.		
10.3	Affiliation Fee article Report 10.3 The Executive thanked Max for his article and agreed it should be published in the Croquet magazine taking into account the points below. The ED asked that a general statement re her hours be included taking into account the issues she had raised earlier in the meeting. See Agenda Item 2.1.5		

The meeting concluded Tuesday 1 November at 4.40pm.