

AUSTRALIAN CROQUET ASSOCIATION Incorporated



THE HANDBOOK

This Handbook contains the primary governance documents of the Australian Croquet Association Incorporated (but does not include detailed policy documents).

It is in three parts:

Part A (Clauses 1-20) contains the Constitution of the ACA.

Part B (Clauses 21-50) contains the By-Laws adopted by Council to govern the day-to-day operations of the ACA.

Part C (Clauses 101-150) contains the Standing Orders adopted by Council, under which general meetings shall be conducted and which shall be the general guidelines for all other meetings except those “in committee”.

Note that Tournament Regulations adopted by the Executive Committee of the ACA are contained in a separate document.

An index is at the back.

The Handbook will be amended and reissued in electronic format following each Annual General Meeting at which amendments have been made.

Australian Croquet Association Inc
Incorporated in ACT.

ARBN 089 265 707.
ABN 90 330 745 920

Amended to incorporate changes approved at the Special Council Meeting on Monday 15 September, 2014

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PART A CONSTITUTION

1. NAME

An Association is hereby formed by a union of State Associations as hereinafter defined and is to be known as the Australian Croquet Association Incorporated.

2. OBJECTS

The objects of the Association shall be:

- 2.1 to be the supreme body in the Commonwealth of Australia controlling the rules and the game of Croquet;
- 2.2 to advance and promote the game of Croquet and related sports in the Commonwealth of Australia;
- 2.3 to convene, manage and control all Interstate, National and International Croquet Games or Tournaments,
- 2.4 to be associated with The World Croquet Federation(WCF)and the World Gateball Union (WGU);
- 2.5 (i) to adopt the Laws of Association Croquet that have been fully agreed by the International Laws Committee and to apply them to govern the game of Association Croquet, and
(ii) to adopt the Rules of Golf Croquet that have been fully agreed by the WCF Croquet Rules Committee and apply them to govern the game of Golf Croquet, and
(iii) to adopt the Rules of Gateball that have been fully agreed by the World Gateball Union and apply them to govern the game of Gateball.to adopt the Laws of Association Croquet that have been fully agreed by the International Laws Committee or such other committee or body responsible for those laws, and to apply them to govern the game of Croquet in the Commonwealth of Australia;
- 2.6 to consider all matters and questions that may from time to time be submitted to the Association from the State Associations and to give rulings thereon;
- 2.7 to acquire by purchase or otherwise, or sell, real or personal property and to borrow money on mortgage or debentures, or by way of overdraft or otherwise;
- 2.8 to apply for, obtain and hold any Certificate of Registration, Licence or Licences, necessary to be obtained and held for the purpose of effecting any or all of the above objects;
- 2.9 to carry out any lawful acts, work or function designed to further the interests of the Association and the above objects.

3. DEFINITIONS AND INTERPRETATION

- 3.1 The term "Association, Croquet Australia or ACA" means the Australian Croquet Association Incorporated;
- 3.2 The term "Council" means the governing council of the Association established under Clause 5.1 and its relevant By-Laws;
- 3.3 "State Associations" means the Association of each State by whatever name it is known.
- 3.4 "State Council" means the effective controlling body in each State whether called by this name or any other (see Clause 4.1.2);
- 3.5 "State" means any State or Territory of the Commonwealth of Australia;
- 3.6 The term "Executive Committee" means the Committee established under Clause 5.2 and its relevant By-Laws;
- 3.7 "AGM" means the Annual General Meeting of the Association;
- 3.8 References to "rules" in the Associations Incorporation Act (ACT) are references to this Constitution only, and do not refer to bylaws, conditions or standing orders
- 3.9 'Laws' shall mean the Laws of Association Croquet, Rules of Golf Croquet and the Rules of Gateball;

- 3.10 "In Committee" means that any meeting resolves to meet in open forum wherein persons may speak more than once. The spirit of good order contained in Standing Orders should continue to be observed;
- 3.11 "Affiliated players" means either affiliated or registered players or such other name by which they may be so called in any State;
- 3.12 Croquet is an open sport. Participants may be amateur or professional;
- 3.13 In the construction of this constitution, if the context so admits, the singular shall include the plural and the plural shall include the singular;
- 3.14 Any question of interpretation of this Constitution shall be determined by the Council.
- 3.15
 - (i) Gateball Australia is a registered business name owned by the ACA. And
 - (ii) the name of Gateball Australia (GA) will be used in the respect of all matters relating to the game of gateball.
- 3.16
 - (i) The Office-bearers of GA are those of the ACA, and
 - (ii) all players/clubs affiliated with the ACA are automatically affiliated to GA.

4. MEMBERSHIP

4.1 STATE ASSOCIATIONS

- 4.1.1 Membership shall consist of the recognised controlling body of croquet in each State;
- 4.1.2 Only one State Association representing any one State of the Commonwealth shall be a member of the Association. Council shall determine between two or more bodies claiming membership of the Association;
- 4.1.3 Any State Association wishing to join the Association may, upon application in writing, be elected by a two-thirds majority of Council, present and voting, and on election shall pay any fees to be decided by Council from time to time;
- 4.1.4 Any State Association may at any time withdraw from the Association, provided, however, that no State Association shall be permitted to withdraw from any monetary obligation resulting from dues not paid, or legal action pending against the Association or resulting from monetary obligations arising from actions of the Association while that State was a member of the Association;
- 4.1.5 Upon any State Association failing to pay its annual contribution or any other monies payable under the terms of this Constitution, within ninety days of notification of its being due, such State Association shall be deprived of the benefits of membership of the Association until full payment is made;
- 4.1.6 No State Association withdrawing from the Association shall have any claim upon the Association monies, property or other asset;

5. MANAGEMENT

5.1 THE COUNCIL

The Council shall consist of the following members:

- 5.1.1 Two delegates from each State Association. Any delegate may be represented by a proxy delegate, and -
- 5.1.2 The Office-Bearers comprising a President, a Senior Vice President, Honorary Secretary, Honorary Treasurer and Vice President who shall be elected in accordance with procedures laid down in Clause 25, together with the Immediate Past President;
- 5.1.3 The Council may delegate the conduct of its affairs between Ordinary Meetings to an Executive Committee under Clause 5.2 and to such other committees or other bodies as it may determine;
- 5.1.4 The Council, on behalf of the Association, shall be the supreme controlling body for croquet in all its area of responsibility, formulate policies, control expenditure of Association funds and promulgate By-Laws and Standing Orders for the purpose of furthering the objects and the operation of the provisions of this Constitution;
- 5.1.5 The Council will meet at least annually and more often if deemed necessary, or as required under Clause 6.1.5;

- 5.1.6 The AGM may appoint a Patron and an Honorary Solicitor, either of whom may or may not be members of any State Association.

5.2 THE EXECUTIVE COMMITTEE

- 5.2.1 The Executive Committee shall consist of the President, Senior Vice-President, Vice-President, Honorary Secretary, Honorary Treasurer, and the Immediate Past President;
- 5.2.2 It shall be responsible for attending to business arising between meetings of the Council.
- 5.2.3 All decisions shall be recorded and such record shall be available for perusal at Council Meetings;
- 5.2.4 The Executive Committee shall operate under by-laws established for this purpose;
- 5.2.5 Office-bearers shall hold office in accordance with the by-laws appropriate thereto;
- 5.2.6 Every member of the Executive Committee or of any other committee of the Association shall be indemnified out of the funds of the Association against all costs, charges, damages and expense by reason of any covenant entered into or act or default done or made in any way in the execution of the office or trust held except if it shall have been occasioned through any wilful act, default or culpable negligence or in contravention of the constitution or bylaws of the Association;
- 5.2.7 Meetings of Executive Committee may be held by any means of long-distance communications. The proceedings shall be written up by the Secretary in the usual form of minutes.

6. MEETINGS

6.1 GENERAL

- 6.1.1 The AGM shall be held at the time and place of the Interstate Cup each year or at such time and place as the Council may decide;
- 6.1.2 At least three months' notice in writing of the AGM must be given to all State Associations. Such notice, which shall include a reminder of the requirements regarding notices of motions and nominations for officers and chairpersons is to be sent by the Honorary Secretary to the Secretary of each State Association;
- 6.1.3 Business of the AGM shall include:
1. Roll call including names of proxy delegates.
 2. Minutes of previous meetings.
 3. Business arising there from.
 4. Reports - Executive, Secretary, Treasurer, Committees and any other called for.
 5. Election of Office-Bearers, Committees, Panels, Representatives, Honorary Officers, etc.
 6. Any appointments required to be made.
 7. Proposed amendments to the constitution (special resolutions)
 8. Proposed amendments to the Bylaws
 9. Other motions of which notice has been given
 10. Finance - including Fees, Levies and Honorariums
 11. Players' Meeting recommendations
 12. Arrangements for all ACA events for the following two years
- 6.1.4 Business to be discussed at the AGM must be advised by Notice of Motion setting out the precise motion to be considered. Such Notice of Motion must be lodged with the Association at least sixty (60) days prior to the date of the Meeting, and be accompanied by reasons and explanatory notes on the subject, for distribution with the Notice of Motion;
- 6.1.5 A Special Council Meeting may be convened by the Executive Committee at any time. Action to call a Special Meeting of the Council must be taken within twenty-one days from the receipt of a requisition in writing signed by not less than six delegates, specifying the object for which the Meeting is to be called;
- 6.1.6 Notice in writing convening a Special Council Meeting shall be sent by the Honorary Secretary to the Secretary of each State Association not less than thirty days before the meeting and shall specify the matters to be dealt with. No

business shall be brought forward or discussed other than that for which the meeting was called.

6.2 QUORUMS

Necessary quorum for any meeting shall be as detailed here-under:

- 6.2.1 Council Meetings - at least eight delegates of Council;
- 6.2.2 Executive Committee - not less than half the members;
- 6.2.3 Committees - not less than half the members.

6.3 CONDUCT

- 6.3.1 The President of the Association shall have the right to take the Chair at Council Meetings and at Executive Committee Meetings. If the President be absent, the Senior Vice-President shall take the Chair. If both are absent, the Honorary Secretary shall take the Chair for the purpose of electing a Chairperson for that meeting only;
 - 6.3.2 Unless otherwise prescribed, all matters before meetings shall be decided by a simple majority of those present and voting;
 - 6.3.3 Affiliated or registered players of any State Association may attend Council Meetings as observers. An observer has no vote and may only speak by invitation from the Chair, or if permission is granted by the meeting on the request of any delegate;
 - 6.3.4 Meetings shall be conducted under the Standing Orders in force at the time;
- (There is no Clause 6.3.5)

6.4 VOTING

- 6.4.1 All members of the Council are eligible to vote in Council as follows:-
 - 6.4.1.1 each delegate shall have one vote;
 - 6.4.1.2 the President, Senior Vice-President, Vice-President, Honorary Secretary and Honorary Treasurer shall each have a vote. The Chair has a casting vote if such be required;
- 6.4.2 Voting for Officers, committees and other appointments shall be by secret ballot; voting for all other business shall be by show of hands unless other methods are requested by at least one-third of the delegates.

7. FINANCE AND PROPERTY

- 7.1 Council shall have sole control of all monies and property belonging to, allocated to, or placed at the disposal of the Association;
- 7.2 All monies due to the Association shall be paid to the Honorary Treasurer, recorded in proper books of accounts and held in trust at the disposal of Council. Monies shall be paid out at the direction of the Council or Executive Committee. The Honorary Treasurer shall report monthly to the Executive Committee.
- 7.3 Council shall keep the following accounts:
 - 7.3.1 General Account into which all income is received and from which payments are made, including reimbursement of payments made from the Treasurer's Account. Signatories shall be any two of the Honorary Treasurer, the President, the Senior Vice-President, the Vice-President or the Honorary Secretary.
 - 7.3.2 Treasurer's Account, which will be used to make payments on a day-to-day basis. This account will be reimbursed only from the General Account and may never hold more than Twenty-Five Thousand Dollars (\$25,000). The signatories shall be the Treasurer and the Assistant Treasurer, either one to sign.
 - 7.3.3 Other accounts as required from time to time;
- 7.4 Funds surplus to immediate requirements shall be invested on such terms and conditions approved by the Executive Committee and redemption of all investments shall be to the credit of the General Account.
- 7.5 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.
- 7.6 The funds of the Association shall be derived from annual affiliation fees, any levies, tournament entry fees, donations, sponsorships and such other sources determined by Council;
- 7.7 State Associations are hereby required to make contributions for affiliation fees and any annual levies;
- 7.7.1 Such contributions shall be based on the number of affiliated/registered players in each State as at 1 January of the current calendar year and these figures are to be in the hands of the Treasurer by 31 January of that year;
- 7.7.2 Payment of such contributions shall be made no later than 30 June of the then current calendar year;
- 7.7.3 The period covered by such payments shall be the current calendar year;
- 7.7.4 The rate of affiliation fee and any annual levies shall be the amount determined by the AGM at its meeting in the previous year;
- 7.8 State Associations have no rights in the property of the Association and the Association shall not carry on business for the personal profit of individuals. Honorariums may be granted where appropriate;
- 7.9 The financial year of the Association shall be the calendar year for which period the Annual Financial Statements, duly audited, shall be presented;
- 7.10 The AGM shall appoint an auditor to the Association.
- 7.11 Invoices for payments due to the Association which are unpaid for more than thirty days after the due date may attract interest at the rate of ten percent per annum or other rate determined by the Executive and displayed on the invoice.

8. COMMITTEES

- 8.1 The Council shall have the power to establish committees for any purpose within the objects of the Association;
- 8.2 The Council shall establish By-Laws relevant to such committees, and direct them to report to the Council unless otherwise required;
- 8.3 A committee shall operate under the general provisions for committees in addition to those specific to itself.

9. BY-LAWS

- 9.1 The Council shall have the power to establish By-Laws for any purpose within the objects of the Association;
- 9.2 Alterations to By-Laws shall be in accordance with Clause 13 of this constitution.

(There is no clause 10)

11. STANDING ORDERS

- 11.1 The Council shall have the power to establish Standing Orders for any purpose within the objects of the Association;
- 11.2 Alterations to Standing Orders shall be in accordance with Clause 13 of this constitution.

12. COMMON SEAL

- 12.1 The Association shall have a Common Seal that shall be kept in safe custody and shall not be affixed to any document except with the authority of the Council or the Executive Committee and shall be accompanied by the signatures of two Sealholders
- 12.2 Sealholders shall be the persons currently holding office as President, Senior Vice President, Vice President, Honorary Secretary and Honorary Treasurer of whom any two may sign documents.

13. ALTERATION OF GOVERNANCE DOCUMENTS

- 13.1 The Constitution may only be altered by a Special Resolution as provided in the Associations Incorporation Act, being a resolution of which the required notice has been given and which is passed by at least three quarters of those voting at the Annual General Meeting or at a Special General Meeting called for that purpose.
- 13.2 The Bylaws of the association may only be altered by a resolution of which the required notice has been given and which is passed by at least two thirds of those voting at the Annual General Meeting or at a Special General Meeting called for that purpose.
- 13.3 A notice of motion setting out the proposed amendment shall be lodged at the Association at least sixty days prior to the date of the general meeting at which the matter is to be considered;
- 13.4 All State Associations shall receive written notice of the proposed amendment thirty clear days prior to the meeting at which the matter is to be considered and such notice shall set out fully the notice of motion;
- 13.5 Proposals for alterations to Standing Orders shall be decided by a simple majority vote at a General Meeting, or with the written agreement of all Member Associations. The term "written" here includes email;
- 13.6 Any amendment of any clause of the Constitution, Bylaws, Conditions or Standing Orders shall be forwarded to the Secretaries of all State Associations, and a master file of such amendments shall be kept by the Honorary Secretary of the Association, who also shall maintain an up-to-date copy on the ACA website.

14. DISSOLUTION

- 14.1 The Association shall not be dissolved except by a Special Resolution passed by at least three quarters of the members of the Council present and voting at a Special Meeting of the Council called for that purpose and of which four months notice has been given to each State Association.
- 14.2 The liability of a member to contribute towards the payment of debts and liabilities of the Association and of the costs, charges and expenses of the winding up of the Association is limited to the amount, if any, unpaid by the member in respect of membership of the Association as required by the Constitution.
- 14.3 If on the winding up or dissolution of the Association, there remain after the satisfaction of all its debts and liabilities, any monies or properties whatsoever, the same shall be either distributed among State Associations on the basis of the last registered membership numbers, or disposed of as decided by the Meeting specially convened for the purpose of winding up the Association.

PART B BY-LAWS

21. STATE ASSOCIATIONS

- 21.1 Each State Association shall be represented on the Council in accordance with Constitution Clauses 5.1.1 and 6.4.2.1. Any State may be represented by proxy delegates, who are affiliated with the State;
- 21.2 Each State Association is to notify the Honorary Secretary of the ACA immediately of any change of name or address of its President and/or Secretary;
- 21.3 Each State Association is required to appoint delegates and proxies therefore as appropriate and must advise the Honorary Secretary in writing at least fourteen days prior to the Annual General Meeting of the names of delegates and proxies;
- 21.4 In the absence of a delegate, a proxy may act as the delegate with all relevant powers;
- 21.5 Upon application by a State Association, the Australian Croquet Association Inc (ACA) shall have power to inquire into and determine questions or disputes involving such State Association;
- 21.6 Any State Association refusing or neglecting to abide by the decision of the Council on any matter after three months from notice being given of the decision, may, at the discretion of the Council, cease to belong to or have any representation on the ACA and forfeit all rights and privileges, and be disqualified from any future representation thereon until amends be made to the satisfaction of Council;
- 21.7 Any delegate of a State being a party to a question at issue under By-Laws 21.5 and 21.6 above, shall not have a vote in the decision thereon;
- 21.8 The criteria for membership of the ACA is a minimum of four clubs with at least two courts in each club;
- 21.9 A person affiliated to the ACA whose conduct may appear to the Council to be injurious to the Association or its objects, and who on request by the Council, fails to give a satisfactory explanation, may be called upon to resign, and on failing to do so within three (3) calendar months shall be removed as a member of the Association. Any such member so expelled shall, within one (1) calendar month thereafter have the right to appeal. The decision of the Council on such appeal shall be final;
- 21.10 The records, books and other documents of the ACA shall be open to inspection by duly authorised representative of any member of the ACA at any reasonable hour free of charge at a place nominated by the Secretary. ("any member" means "any State").

22. POLICIES

22.1 DOPING POLICY

The anti-doping policy of the Australian Sports Commission as in force from time to time is adopted as the policy of the ACA.

22.2 COMPLAINTS

- 22.2.1 To properly and effectively deal with complaints made by members of the public, State Associations and players, a formal complaint regarding any event, action or practice involving the ACA shall be dealt with as set out in this section.
- 22.2.2 If the complaint is a matter arising from the published Selection Policy the matter shall be dealt with in terms of that policy.
- 22.2.3 If the complaint is a matter arising from the published Member Protection Policy the matter shall be dealt with in terms of that policy.
- 22.2.4 The immediate manager or appointed official, (e.g. Tournament Manager, Magazine Manager, Chairperson of Selectors' Committee, National Director of Coaching, National Director of Referees, High Performance Manager) is accountable for progressing and resolving any complaint before it gets to the formal procedure.

- 22.2.5 If the matter is unable to be resolved in accordance with 22.2.4 then the matter is to be referred to the Honorary Secretary who will, as directed by the Executive, either;
 - 22.2.5.1 investigate the matter which may include seeking expert advice, or;
 - 22.2.5.2 appoint a particular person to be responsible for investigating the complaint and report back to the Honorary Secretary with details of the findings and action taken to resolve the matter, or;
 - 22.2.5.3 where the complaint involves a State Association in conjunction with the ACA, a committee comprising the Honorary Secretary or delegate and the relevant State Association President or delegate will investigate the matter;
- 22.2.6 The investigators are to keep a record of the action taken to investigate the matter, details of findings, and the date and manner by which the complaint was resolved. A copy is to be forwarded to the Honorary Secretary;
- 22.2.7 All complaints are to be handled in confidence. There must be no unauthorised disclosure of such investigation;
- 22.2.8 The Honorary Secretary is to report to the Executive Committee on all formal complaints.
- 22.2.9 All parties to a complaint shall be afforded the principles of natural justice.

22.3 CONDUCT OF SPECTATORS

A match in Association Croquet is intended to be a contest between the skills and intellect of the players alone. Spectators are to avoid giving advice to players during a match, either deliberately or by mistake. To avoid misunderstandings they should not position themselves near a player or remain nearby if they could be thought to be offering advice. Infringements may be dealt with by the Manager and could result in the offender being required to leave the venue. In Golf Croquet, however, there is no rule against the offering of advice.

22.4 MEMBER PROTECTION POLICY

- 22.4.1 The ACA is committed to providing for the protection of the health, safety and well being of all Croquet Australia members and those who participate in the activities of Croquet Australia, Member States and State Affiliates.
- 22.4.2 The Executive shall approve Member Protection Policies consistent with recommendations of the Australian Sports Commission.
- 22.4.3 Member Protection Policies approved by the Executive shall be forwarded by the Honorary Secretary to member States and published on the ACA website. The policies shall be effective from the date of publication.
- 22.4.4 Disciplinary action can be taken against a person who is found to be in breach of the Member Protection Policy. Any action taken and any subsequent appeals are undertaken in terms of that policy.

22.5 PRIVACY POLICY

- 22.5.1 Personal information is collected and stored solely for the purpose of administration of the sport of croquet and related activities;
- 22.5.2 Any personal information held will be made available to the person whom it concerns upon request at any time, provided that reasonable notice is given.
- 22.5.3 Personal information will only be passed on to another organisation for a purpose associated with the administration of the sport.

22.6 SELECTION POLICY

The Selection policies for Association and Golf Croquet and for Gateball shall be determined from time to time by the Executive Committee and shall be published on the Association's website.

22.7 INVESTMENT POLICY

The Investment Policy shall be determined from time to time by the Executive Committee and shall be published on the association's website.

23. EXECUTIVE COMMITTEE

- 23.1 There shall be established an Executive Committee under Constitution Clause 5.2.
- 23.2 The Executive Committee shall:
 - .1 attend to any business delegated to it at the Annual General Meeting;

- .2 attend to business arising between meetings of the Council in accordance with Constitution Clause 5.2.2;
 - .3 supervise and manage the finances of the Association through the Honorary Treasurer;
 - .4 liaise with Government authorities, sporting and other bodies as appropriate;
 - .5 supervise the preparation of the Annual Croquet Championships, the agenda for the Annual General Meeting and any other related matters;
 - .6 keep minutes or a suitable record of all meetings and decisions under Constitution Clause 5.2.3;
 - .7 send to all State Councils within fourteen days, details of all decisions of major importance as and when such decisions are made;
 - .8 determine and promulgate tournament regulations relating to events conducted by or on behalf of the association.
- 23.3 Membership of the Executive Committee shall cease:
- .1 upon the acceptance by Council of a resignation in writing, or
 - .2 by failure to carry out satisfactorily the duties stated either in the relevant By-Laws and/or specific directions of the Council, or
 - .3 by conduct which is deemed to be unseemly or unsatisfactory, or
 - .4 when no longer a permanent resident of Australia;
- 23.4 A two-thirds majority vote shall be required under By Law Clause 23.3.2 and 23.3.3, and any decision of Council under this Clause shall be subject to review on appeal.

24 CANDIDATES TO RECEIVE A MAJORITY VOTE

All officer and committee positions shall be filled by a majority vote of Council members, even where the number of nominations is equal to or less than the number of vacancies. The vote shall be by secret ballot. If a nominee does not receive a majority vote, the position remains vacant until filled as a casual vacancy.

25 OFFICE-BEARERS

25.1 GENERAL

- 25.1.1 All registered adult players of any affiliated State Association are eligible to be elected or appointed to any ACA office or Committee; provided that the player's permanent residence is in Australia;
- 25.1.2 Officers shall be:
- 1. President
 - 2. Senior Vice-President
 - 3. Vice-President
 - 4. Honorary Secretary
 - 5. Honorary Treasurer
 - 6. Immediate Past President;
- 25.1.3 Any Officer listed under Clause 25.1.2 shall not be a delegate or proxy;
- 25.1.4 All Officers, except the Immediate Past President, shall be elected annually at the Annual General Meeting for a term of one year, but the President, Senior Vice-President and Vice-President may not hold either office for more than three consecutive years except in extraordinary circumstances as declared by Council. In the event that a President is re-elected to that office after his/her term is completed, the position of Immediate Past President becomes vacant for the next 12 months;
- 25.1.5 All Officers shall assume office at the conclusion of the Annual General Meeting at which they are elected;
- 25.1.6 No person may be a member of the Executive Committee for more than nine full years continuously in one or more offices except in extraordinary circumstances as declared by Council;
- 25.1.7 Nominations for officer positions may be made only by State Associations, must be in writing, must be signed by the nominee and together with an appropriate profile, must be lodged with the Honorary Secretary at least sixty days prior to the Annual General Meeting;

- 25.1.8 In the event of nominations being received for any office, no further nominations may be accepted after the closing date. Only Officers for which no nomination has been received by the due date can be nominated for at the Annual General Meeting;
- 25.1.9 Casual vacancies are to be filled by the Council, and failing that, then the Executive Committee may appoint a person to fill the office until the next Annual General Meeting;
- 25.1.10 Each Officer shall hold office until a successor is elected under bylaw 25.1.4 and takes office, or until the Officer is discharged under bylaw 25.1.11;
- 25.1.11 Any office-bearer or chairperson of a Committee shall cease to hold office:
- .1 Upon acceptance or a resignation by the Council, or
 - .2 By failure to carry out satisfactorily the duties stated either in the relevant By-Laws and/or specific directions of the Council, or
 - .3 If the conduct of the officer is deemed to be unseemly or unsatisfactory, or
 - .4 If the officer or chairperson ceases to be permanent resident of Australia;
- 25.1.12 A two-thirds majority vote shall be required under By-Law 25.1.11.2 and 25.1.11.3, and any decision of Council under that Clause shall be subject to review on appeal;
- 25.1.13 All records of the Council, its Officers, Committees or other bodies, shall remain the property of the Council and the Honorary Secretary shall be responsible for their safe custody;
- 25.1.14 Office-bearers may be granted honorariums at the discretion of the Council, but only at the Annual General Meeting.

25.2 PRESIDENT

- 25.2.1 The President shall:
- .1 be the Principal Officer of the Association;
 - .2 have the right to preside at all Annual, Special and Executive Meetings;
 - .3 be a member ex-officio of all committees however shall not be required to attend committee meetings and shall not have a vote thereat;
- 25.2.2 In the event of a tied vote at all meetings under By Law Clause 25.2.1.2 above, the President shall have a casting vote;
- 25.2.3 The President shall ensure that the policies of the Association and Council are properly implemented and coordinated;
- 25.2.4 Should the position of President become vacant, then the Senior Vice President shall occupy the office of President until the next Annual General Meeting.

25.3 SENIOR VICE-PRESIDENT

The Senior Vice-President shall assist the President wherever possible and shall carry out the duties of the President in the absence of that Officer.

25.4 VICE-PRESIDENT

The Vice-President shall assist members of the Executive Committee wherever possible.

25.5 HONORARY SECRETARY

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.

25.6 HONORARY TREASURER

25.6.1 The Honorary Treasurer shall:

- .1 receive all monies on behalf of the Association, ensure their safe custody and issue receipts if requested;
- .2 attend to payment of all accounts at the direction of the Council or Executive Committee, or in extra-ordinary circumstances, the President. See clause 7.3 for accounts and signatories;
- .3 keep adequate and proper books of account, such records to always remain the property of the Association;
- .4 report the current financial position regularly to Executive Committee and annually to the Annual General Meeting;
- .5 be an ex officio officer and voting member of any committee concerned with finance and/or property;
- .6 invest surplus funds in accordance with clause 7.4;
- .7 submit financial records for audit;
- .8 implement the Goods and Services Tax and other appropriate legislation;
- .9 prepare an Annual Estimate of Receipts and Payments;
- .10 recommend to the AGM the amount of the rate for State contributions and levies under Clause 7.5 together with any other appropriate financial items;
- .11 ensure that monies collected for the International Fund are identified separately within the Accounts;
- .12 maintain a record of all property owned by the Association including trophies, playing equipment, gateball equipment and office equipment; and
- .13 perform other duties as may be required.

(There is no By Law 26)

27 COMMITTEES

27.1 GENERAL

- 27.1.1 Council shall establish Committees under Constitution Clause 8 and shall set By-Laws for each Committee that is formed for more than twelve months. Committees formed for twelve months or less shall abide by all of By-Law 27.1 except 27.1.3, 27.1.4, 27.1.10 and 27.1.12;
- 27.1.2 All Committees shall be responsible to the Executive under Constitution clause 5.2.2 between meetings of Council;
- 27.1.3 The Chairperson of each Committee is to be elected annually by that Committee, except for appointed officers who must be the Chairperson of their Committee;
- 27.1.4 Personnel of committees are to be elected annually by Council but do not need to be members of Council;
- 27.1.5 A written report is to be presented to the Annual General Meeting;
- 27.1.6 Committees shall have the power to co-opt for special purposes and for a specified period only with the consent of the Executive Committee;
- 27.1.7 Appointments to vacancies shall be approved by Council or Executive Committee on recommendation(s) from Executive Committee or committee concerned;

- 27.1.8 Suitable records are to be kept of proceedings, such records to remain the property of the Association and to be available for inspection at the Annual General Meeting;
- 27.1.9 All Committees shall submit their reports, and any recommendations, to the Secretary 90 days before the Annual General Meeting;
- 27.1.10 Power, scope and duties of Committees are defined below in the appropriate By-Laws for the committee concerned;
- 27.1.11 The Council and/or Executive Committee may vary the duties of Committees from time to time as required and report on the changes made to the next meeting of Council;
- 27.1.12 Membership of all committees shall be for one year but a member shall be eligible for re-election up to a total consecutive period of office of four years, after which time he/she must stand down for a minimum of two years before re election, unless special circumstances require otherwise, or unless otherwise provided;
- 27.1.13 Quorum for meetings shall be that number which is not less than half the total membership.
- 27.1.14 All Committees shall meet as and when required. Any expenses involved in the meetings of Committees shall be approved by the Executive Committee in advance of the meeting;
- 27.1.15 Any formal disputes or complaints involving Committees shall be dealt with in accordance with By-Law 22.2;
- 27.1.16 By Law 22.4 on Member Protection Policy applies to Committees;
- 27.1.17 Any Committee or individual member of a Committee whose conduct may appear to the Council or Executive Committee to be injurious to the Association or its objects, and who on request by the Council or Executive Committee, fails to give a satisfactory explanation, may be suspended or removed from the position, and on failing to do so within (2) two calendar months any such player shall be suspended. The Committee or individual member within one (1) calendar month thereafter has the right to appeal. The decision of the Council or Executive Committee on such appeal shall be final. Nothing in this By-Law shall prevent any Committee or individual member of a Committee from immediate suspension if the case be warranted.

27.2 TOURNAMENT COMMITTEE

The Committee shall:

- .1 be known as the Tournament Committee;
- .2 consist of four members and on occasions invite the appointed Tournament Manager for an International Event hosted by the ACA or an ACA Event to become an ex-officio member during the lead-up to the particular event;
- .3 liaise with the Events Committee;
- .4 conduct the draw for ACA events in a timely manner;
- .5 provide informed advice to the ACA Executive on all matters concerning ACA tournaments;
- .6 assist the Tournament Manager to provide rulings at ACA events, if an issue arises that is not covered in the tournament regulations or where the regulations require clarification.

(There is no By-Law 27.3)

27.4 MEMBER PROTECTION COMMITTEE

- 27.4.1 The member protection 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.

27.5 SELECTION COMMITTEES

- 27.5.1

- .1 The Committees shall be known as the Association Croquet Selection Committee (ACSC) and the Golf Croquet Selection Committee (GCSC) ;
 - .2 The ACSC and the GCSC will consist of the President (ex-officio, see 27.5.1.4 below) the HPM and three elected members plus the most recently appointed Captain of the relevant Australian AC or GC Team (where available) unless he or she is an elected member of the relevant committee.
 - .3 Three members of each Committee will be elected at the Annual General Meeting of Council and must have specific recent skills appropriate to the duties of the Selection Committee;
 - .4 The President will not necessarily be required to attend Committee meetings and will not have a vote thereat.
 - .5 Any member of the Committee will stand aside from the Committee's deliberations if the Committee is considering either the Committee member or the Committee member's close friends and family for selection. The President shall have sole discretion in determining this issue.
 - .6 The Committees shall report to Council at the AGM and other occasions as required through the Chairperson or nominee;
 - .7 The Committees shall be solely responsible for the selection of:
 - .7.1 players and any reserves, if necessary, for international and national events or squads in terms of the selection policy approved by the Executive;
 - .7.2 seeded players for any Australian event.
- 27.5.2 The Selection policies approved by the Executive shall be published by the ACA and forwarded to State Member Associations. The Policy will be effective one month from the date it is forwarded to Members States
- 27.5.3 The ACA Secretary shall ensure that the selectors have been provided with details of events for which selections are required and, where possible, the results of relevant events.
- 27.5.4 The Chairman of Selectors, on behalf of the relevant Selection Committee, shall advise the ACA Secretary the names of players selected, in terms of By- Law 27.5.1.7. The ACA Secretary shall advise the players concerned, or delegate another person to do so.

27.6 COACHING COMMITTEE

27.6.1 The Committee shall:

1. be known as the Coaching Committee;
2. report to the AGM and other occasions as required;
3. consist of a National Coaching Director to be appointed by the Council, and a Director of Coaching appointed by each State;
4. assist the National Coaching Director in the performance of his/her duties.

27.7 INTERNATIONAL COMMITTEE

The Committee shall:

1. be known as the International Committee;
2. consist of the President of the ACA, the Immediate Past President of the ACA, Australian Representative on the WCF Management Committee and Honorary Secretary of the ACA;
3. have the power to co-opt a further two people;
4. report to the AGM and other occasions as required;
5. be responsible for;
 - a. establishing a close working relationship with other equivalent national committees and with the World Croquet Federation (WCF)
 - b. examining proposals in regard to such matters as:
 1. the staging of international tournaments and teams events;
 2. the conditions governing such tournaments and teams events;
 3. the rules and standing orders governing the functioning and administration of the WCF; and advise the Honorary Secretary of the ACA on appropriate action:

4. initiating proposals, with the approval of the ACA, for international events to be held in Australia. Informal negotiations with appropriate overseas croquet organisations may precede any formal proposals;
6. prepare ACA comments on "Regulations for the Competition" prepared by host nations for competitions to be conducted outside Australia.
7. recommend to the Honorary Secretary of the ACA arrangements for appropriate Australian representation at international croquet meetings;
8. prepare "Regulations for the Competition" for international events to be conducted in Australia and seek the comments of the governing bodies of other nations involved;

27.8 REFEREEING COMMITTEE

The Refereeing Committees for Association Croquet (AC) and Golf Croquet (GC) shall consist of the relevant National Director of Refereeing and the relevant State Director of Refereeing (or person performing that function) appointed by each State. The committees will:

1. assist the National Director of Refereeing in the performance of his/her duties;
2. participate in the appointment of examining referees in each State in accordance with the Australian Refereeing System.
3. in conjunction with the National Director of Refereeing be responsible for:
 - a. compilation and distribution of question papers for the Australian Referees Examination to all Examining Referees through the Chairman of each State Panel;
 - b. the conduct of examinations for referees through State/ ACA Referee Examining Panels,
 - c. refereeing at international tournaments and may recommend other qualified referees to referee at such events.

27.9 MAGAZINE COMMITTEE

The Committee shall:

1. be known as the Magazine Committee and shall facilitate the publication of a magazine which publicises all aspects of the ACA's objectives, and co-ordinates and disseminates news and developments in the sport of croquet and allied activities around the country and overseas;
2. consist of up to a minimum of three members with a maximum of five (including a Magazine Editor and Subscription Manager appointed separately) with individuals taking responsibility for the following aspects of work: soliciting, collating and editing material (the Editor); pre-print production and liaison with printer; managing the subscription base (the subscription Manager); co-ordination and distribution of the printed copies to all subscribers; exercising general interest in the magazine particularly its operations, future direction, and presentation;
3. be responsible for all business aspects including the recommendation of subscription rates, promotion of the Magazine, and, advertising within ACA guidelines;
4. be aware that the Editor has sole responsibility for the content of the Magazine consistent with the aims and policies of the Council;
5. provide regular reports on financial matters to the Treasurer and recommend to Treasurer the amount of the annual subscription and any subsidies;
6. maintain a continuing review of the nature, scope, costs, size and general operations of the Magazine and make recommendations to Council for significant alterations.

27.10 EVENTS COMMITTEE

The Committee shall:

- .1 be known as the Events Committee;
- .2 consist of four members;
- .3 agree, in conjunction with the ACA Executive, a schedule for all national tournaments, 3-5 years ahead;
- .4 negotiate with appropriate States and Clubs to implement this schedule;
- .5 advertise all events then finalise their programmes in consultation with the Selection and Tournament Committees;
- .6 review individual events after they are held, and in conjunction with the ACA Executive review the overall annual programme of national tournaments.

28 APPOINTED OFFICERS

28.1 GENERAL

- 28.1.1 Council shall establish positions for employees and appointed officers and shall set By-Laws and or policies for each position;
- 28.1.2 All affiliated or registered players of any State Association are eligible to be appointed officers provided that the player's permanent residence is in Australia;
- 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 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;
- 28.1.4 Appointed officers shall be responsible to the Executive Committee and accountable to the Executive Committee (Constitution Clause 5.2.2) for all decisions made and actions taken in the performance of duties;
- 28.1.5 The Council and/or Executive Committee may vary the duties of appointed officers from time to time as required and report on the changes made to the next meeting of Council;
- 28.1.6 Any formal disputes or complaints involving Appointed Officers shall be dealt with in accordance with By-Law 22.2;
- 28.1.7 By-Law 22.4 member protection policy applies to appointed officers;
- 28.1.8 Any appointed officer whose conduct may appear to Council or Executive Committee to be injurious to the Association or its objects, and who on request by the Council or Executive Committee, fails to give a satisfactory explanation, may be suspended or removed from office as the case may be, and on failing to do so within (2) two calendar months any such appointed officer shall be suspended. The appointed officer within one (1) calendar month thereafter has the right to appeal. The decision of the Council or Executive Committee on such appeal shall be final. Nothing in this By Law shall prevent an appointed officer from immediate suspension if the case be warranted.

28.2 NATIONAL COACHING DIRECTOR ASSOCIATION CROQUET (NCDAC), NATIONAL COACHING DIRECTOR GOLF CROQUET (NCDGC)

NCDAC and the NCDGC will have the following areas of responsibility:

- .1 Coaching Committees AC and GC. Chair and coordinate the work of the relevant Croquet Coaching Committee (AC or GC).
- .2 National Coaching Accreditation Scheme (NCAS). Coordinate the development, review, implementation, delivery and evaluation of courses relevant to the coaching of Association Croquet or Golf Croquet.
- .3 National Coaching Plan. Develop, implement and evaluate a national coaching plan and strategies. NCDs to work together on development and strategies.
- .4 Relationship Management. NCDs to work with each other; develop and maintain liaison with the NDs AC, GC, High Performance Manager, National Director of Schools Coaching, State Coaching Directors, the Australian Coaching Council and the Australian Sports Commission.
- .5 Coaching Support. Co-ordinate education courses for coaches; co-ordinate, update and disseminate coaching materials.
- .6 Coaching Administration. Prepare coaching funding submissions to the Australian Sports Commission; provide regular reports to Treasurer on financial expenditure and debtors; report to the Executive and the AGM on areas of responsibility.
- .7 Aussie Sports Program. NCDAC to co-ordinate the Aussie Sports Program for croquet.

28.3 ARCHIVIST

The Archivist shall:

- 1. collect, maintain and/or record all relevant historical and archival material;
- 2. safely retain all Association records and archival material;
- 3. allow all such material to be available to clubs and members when required.

28.4 LIBRARIAN

The Librarian shall:

1. be responsible for preparing catalogues of, and maintaining, the library collections pertaining to croquet already held by, and any future acquisition made by, the ACA;
2. arrange for lending of items from the ACA collection, as appropriate, to members of the ACA at the member's cost;
3. liaise with State Associations in the preparation of a national catalogue of material pertaining to croquet that is held in library collections in Australia.

28.5 NATIONAL DIRECTORS OF REFEREEING

There shall be a National Director of Association Croquet Refereeing (NDACR) and a National Director of Golf Croquet Refereeing (NDGCR) who shall, each in their own sphere:

- .1 develop, co-ordinate, implement and review courses at all levels in accordance with the Australian Refereeing System;
- .2 maintain liaison with State Directors of Refereeing (SDRs) or their equivalent;
- .3 maintain an up to date register of referees and umpires as supplied by each SDR;
- .4 develop and arrange training activities for referees, and activities for those who may referee at national championships and international events;
- .5 chair the ACA Referee Committees (27.8);
- .6 report to the ACA AGM and on other occasions as required;
- .7 in conjunction with each SDR encourage and promote the recruitment of new referees and umpires;
- .8 NRC shall make recommendations to appoint a TR for International Events held in Australia and all ACA Events to the Executive for their approval ;
- .9 in conjunction with the relevant Refereeing Committee be responsible for:
 - a. compiling and distributing question papers for the Australian Referee Examinations through State Directors of Refereeing; and
 - b. establishing and implementing appropriate quality control procedures covering the examinations.

28.6 EQUIPMENT OFFICER

The Equipment Officer shall be responsible to the ACA Secretary for:

- .1 accounting for all playing equipment owned by the ACA;
- .2 the condition of such equipment;
- .3 the location of the equipment and relevant care and storage;
- .4 the movement of equipment from place to place as necessary including its dispatch to and reception at the new location;
- .5 making recommendations for the replacement of equipment or the acquisition of additional equipment;
- .6 arranging through the Treasurer adequate insurance cover
- .7 submitting a schedule of all such equipment to the Treasurer for the annual audit.

(There is no By-Law 28.7)

(There is no By-Law 28.8)

28.9 MAGAZINE EDITOR

The Magazine Editor shall

- .1 be responsible for the content of the Australian Croquet Magazine; NB The editor has sole responsibility for the content of the Magazine consistent with the aims and policies of the Council;
- .2 be a member of the Magazine Committee;
- .3 adhere to legislation covering the publication of the Magazine; and
- .4 ensure that correspondents are appointed in every State to be the channel of communication between State Associations, clubs and individuals, and the Editor.

28.10 THE HIGH PERFORMANCE MANAGERS - ASSOCIATION CROQUET AND GOLF CROQUET

28.10 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;

28.10.2 Desirable skills and experience of the appointee should include some or all of the following:

- .1 previous playing, team coaching, or non-playing captaincy experience in the MacRobertson Shield;
- .2 demonstrated ability and experience in consultative relationship building and people management;
- .3 demonstrated experience in team coaching or captaincy of state or national teams;
- .4 demonstrated experience of successful team participation as a player or coach;
- .5 a current Level 1 Coach accreditation under the National Coaching Accreditation Scheme;
- .6 demonstration of the use of current appropriate qualifications and accreditation, or demonstrated ability in sports teams psychology and nutrition relating to high performance team management.

28.10.3 The HPM shall;

- .1 be responsible for the training program of national team/squad members, and may co-opt others in various states to assist. The HPM is encouraged to work together with the personal coaches of team/squad members where they have them;
- .2 communicate with team members on all topics relevant to high performance team management such as:
Team harmony
Team building
Playing in a team environment
Psychological aspects
Nutrition
Doubles play
Playing under pressure
- .3 liaise with the captain and team/squad members regarding assessment and training for team and individual playing tactics, opposition strengths and weaknesses, and any other external playing factors;
- .4 communicate with team/squad members, monitor their progress, and report to the Executive Committee on any aspect which the HPM considers to be unsatisfactory during the time of team preparation;
- .5 make such arrangements as are necessary to concentrate the national team/squad for practice sessions, subject to the availability of funds;
- .6 during the period of the event, subject to the availability of funds, be present at matches to the maximum possible extent, and be responsible for all matters relating to the play, team performance and off-court organization (in conjunction with the team manager). If the HPM is present the captain shall consult with the HPM and the captain shall decide (within the limits of the regulations governing the competition) which team members are to play on any particular day, how they are to be paired for doubles games, and their order of merit;
- .7 within one month after the completion of the competition, submit a written report to the Executive Committee, and also a report to the Selection Committee for reference in respect of future selections. Copies of both reports should be made available by the Honorary Secretary on request to any team member or state association. Should a situation arise where a confidential addendum to the report needs to be written it shall go to the President and Honorary Secretary of the ACA only;
- .8 organize a debrief session for the entire team plus the ACA President and psychologist to discuss problems and plan for the future.

28.10.4 The HPM will be a voting member of the Selection Committee.

28.11 NATIONAL DIRECTOR OF GATEBALL

The National Director of Gateball shall:

- .1 coordinate gateball across Australia;
- .2 monitor and promote the growth of gateball across Australia;
- .3 publish a set of gateball rules for use in Australia;
- .4 be the events manager for the national gateball event;
- .5 liaise with Director of Coaching and Director of Referees regarding gateball issues;
- .6 liaise with any gateball committee of State Associations; and
- .7 provide regular reports on gateball to the Executive Committee and Annual General Meeting.

28.12 OFFICIAL REPRESENTATIVE ON THE INTERNATIONAL LAWS COMMITTEE (ILC)

The Official Representative shall;

- .1 represent Australia on the International Laws Committee;
- .2 liaise with the Executive, Laws Committee, National Director of Refereeing and other relevant officials on issues that may be dealt with by the ILC;
- .3 advise the Executive and Laws Committee of any proposals by the ILC to seek amendments to the Laws of Association Croquet;
- .4 ensure that the Official Rulings of the ILC are made widely available in Australia;
- .5 report to the Annual General Meeting.

28.13 NATIONAL DIRECTOR OF SCHOOLS CROQUET

The National Director shall :

- .1 coordinate croquet activities in schools throughout Australia with particular emphasis on secondary schools;
- .2 negotiate with State Associations to carry out training of club officials and provide suitable written material to assist in this direction;
- .3 encourage clubs in suitable areas to become active in providing programs to encourage schools to include croquet as an optional sport in their curriculum;
- .4 when funds are available and the opportunity exists make visits to clubs and schools to promote croquet in schools programs;
- .5 in the longer term promote inter school croquet competitions;
- .6 from time to time submit reports on activities to the Executive Committee and at the Annual General Meeting submit a report outlining the year's activities.

28.14 NATIONAL DIRECTOR ASSOCIATION CROQUET (NDAC), NATIONAL DIRECTOR GOLF CROQUET (NDGC)

The primary focus of the National Directors is the development of the sport throughout Australia. In order to achieve that, National Directors must develop a detailed understanding of the operation of the sport Australia-wide. They will each therefore:

- .1 Work with the ACA and the States to identify opportunities and strategies for the development of the sport nationally.
- .2 Identify new funding opportunities to be accessed for sports development.
- .3 Work with the States to capture information on initiatives and programs that have a) attracted funding; and/or (b) led to increased general recruitment or participation; and/or (c) led to minority group participation through special programmes. Report and disseminate through the ACA.
- .4 Consult with and liaise with each other, National Coaching Directors, National Directors of Refereeing, the High Performance Manager and the National Director of Schools Coaching on issues related to the portfolio.
- .5 Liaise with all croquet State Director/Coordinators, and encourage all States to appoint someone to State Director positions. If States do not have separate Directors for AC GC, the ACA Directors should coordinate their approaches to the states if possible.
- .6 Provide input to the ACA Strategic Plan.
- .7 Report on activities to the Executive Committee as requested and to the Annual General Meeting.

28.15 INSURANCE OFFICER

The ACA Insurance Officer shall

- .1 report directly to the ACA Secretary;
- .2 act as the first point of contact with ACA's Insurance brokers and with nominated State Insurance Officers in relation to unresolved inquiries from States and Clubs on all Insurance matters;

- .3 in collaboration with State Insurance Officers recommend to the Executive Committee any consideration to change existing insurance policies or the need for additional policies;
- .4 negotiate with insurance companies/brokers regarding current policies and any proposed new policies;
- .5 in collaboration with State Insurance Officers assess risk management issues affecting the ACA and recommend policy changes to the Executive Committee accordingly.

28.16 NATIONAL HANDICAPPER

The National Handicapper shall:

- .1 administer the National Handicapping System as approved by the Executive Committee, and recommend any changes to the system that appear to be warranted.
- .2 maintain a record of all player handicaps as required by the NHS.
- .3 liaise with State appointed Handicappers to encourage and assist in the adoption and continuing use by all States of the NHS.
- .4 maintain up to date information on the NHS on the ACA web site
- .5 act as the first point of inquiry for all matters relating to the NHS.
- .6 report annually to the Annual General Meeting and as required to the Executive Committee.

28.17 OFFICIAL REPRESENTATIVE ON THE WCF GOLF CROQUET RULES COMMITTEE (GCRC)

The Official Representative shall:

- .1 represent Australia on the WCF Golf Croquet Rules Committee;
- .2 liaise with the ACA Executive, Laws Committee, National Director of Golf Croquet Refereeing and other relevant officials on issues that may be dealt with by the GCRC;
- .3 advise the ACA Executive and Laws Committee of proposals by the GCRC to seek amendments to the WCF Golf Croquet Rules;
- .4 ensure that the WCF Golf Croquet Rules (including the Regulations) and Commentary are made widely available in Australia;
- .5 report to the Annual General Meeting.

28.18 ASSISTANT TREASURER

The Assistant Treasurer shall:

- .1 assist the Treasurer and understudy him;
- .2 be aware of systems, procedures and the current position on all financial matters;
- .3 retain electronic copies of the Associations accounts as back-up to the Treasurer;
- .4 perform duties allocated by the Treasurer, such as stocktakes, etc.
- .5 advise the Executive Committee on financial matters in the absence of the Treasurer.

PART C STANDING ORDERS

101. QUORUM

The quorum for meetings of the Association shall be as defined in Clause 6.2 of this Constitution.

102. ORDER OF BUSINESS

The order of business shall follow the agenda prepared by the President and Secretary. Members shall introduce new business only after completion of the business set out in the agenda.

103. SUSPENSION OF STANDING ORDERS

Should any matter of urgency arise, a member may move the suspension of Standing Orders for a stated period of time to allow the urgent questions to be discussed.

104. CONDUCT

When the Chair rises to address the meeting, all persons must resume their seats. Any person wishing to speak must rise and wait acknowledgment by the Chair.

105. No interruption of a speaker is allowed except for two formal motions (134 and 135) and on a point of order, which must be taken immediately the alleged breach has occurred.

106. If two or more speakers rise, the Chair shall call on the first one observed, subject to the power of the meeting to pass a resolution that a particular person be heard or otherwise, and subject also the Chair's right to choose speakers alternatively supporting or opposing the motion.

107. All remarks shall be addressed to the Chair, and any question to another member shall be put through the Chair.

108. CHAIR'S RULING

The Chair shall rule on all points of order and procedure, but is subject to a motion moved, seconded and carried 'that the Chair's ruling be disagreed with'. The mover may speak briefly in support of this motion, and the Chair explain why such ruling was given. The Chair takes the vote. Final authority rests in the Council under Clause 5.1.4.

109. MOTIONS AND AMENDMENTS

All proposals made to the meeting shall be in the form of motions.

110. Every speaker must keep to the question before the meeting. Any member who digresses from the subject may be called to order by the Chair.

111. All motions and amendments proposed should be clearly expressed and be capable of only one interpretation.

All motions and amendments, except the closure, must be moved and seconded. The mover may speak to present the motion and if a seconder is found, the motion or amendment is open to discussion. If no seconder is found, the motion or amendment lapses.

A motion or amendment may be seconded pro forma, to allow discussion to take place, but the seconder need not support or vote for the proposal.

The seconder of a motion or amendment may reserve the right to speak to a later stage of the debate (See Clause 122).

115. WITHDRAWAL

No motion or amendment which has been moved or seconded shall be withdrawn without the consent of the meeting.

116. Any person may speak more than once to any matter and to answer questions or make personal explanations and may do so otherwise at the discretion of the Chair. The mover of the original motion may speak again when exercising the right of reply.

117. PERSONAL EXPLANATION

By permission of the Chair, a member may speak briefly in personal explanation of that person's previous statement, but must keep strictly to the point that has been misunderstood. This explanation must not interrupt another speaker.

118. ONLY ONE AMENDMENT

When an amendment is moved to an original motion, no further amendment shall be discussed until the first amendment is disposed of, but further amendments may be foreshadowed without discussion. Amendments are voted upon before the motion.

119. NOT DIRECT NEGATION

An amendment must be relevant to the question, and so framed that its forms, with that part of the original motion unaffected by the amendment, a sensible and consistent proposal. It must not be a direct negation of the original motion.

120. SPEAKING TO THE AMENDMENTS

Any person may move or second more than one amendment to an original motion, and the mover and seconder of a motion or amendment may speak to subsequent amendments.

121. The Chair may give the mover of the motion a right of reply to any significant amendment.

122. RIGHT OF REPLY

The mover of a motion that is opposed may reply to the arguments raised before the motion is put, but he may not introduce any new matter. His reply ends the debate, if there are no amendments. If an amendment is moved, the mover of the original motion may speak to it, and may also exercise his right of reply before the first amendment is put. His reply need not end the debate on the substantive motion. The mover of the amendment has no right of reply.

123. AMENDMENT NEGATED

If the first amendment is lost, the original motion again becomes open to amendment.

124. SUBSTANTIVE MOTION

If the first amendment is carried, the motion as amended becomes the substantive motion, and is again open to amendment. When the substantive motion is put to the meeting and carried, it becomes the resolution.

125. No member may speak on any motion after it has been put to the vote. No amendment may be moved after the substantive motion has been put to the vote.

126. AMENDMENTS TO MOTIONS ON NOTICE

Amendments may be moved to motions except motions on notice to amend Parts A and B of this Handbook provided they are in the scope of the notice, and can involve the Association in no greater obligations than the notice specifies.

127. No motion can be accepted by the Chair which is the same in effect as one already negated, except on notice of motion.

128. A motion on any matter that keeps recurring, may be deferred by Council to a future nominated date.

129. A notice of motion must be in writing and forwarded to the Honorary Secretary through a State Association.

130. Any motion of which due notice has been given, may, in the absence of the giver of such notice, be moved by any other member.

131. RESCINDING RESOLUTIONS

Any resolution made at a previous meeting shall be rescinded by any relevant motion duly passed. Changes made in accordance with Clause 13 shall be effective forthwith.

132. RESOLUTIONS NULL AND VOID

If a resolution is passed inadvertently in contravention to the Constitution and By-Laws, it must be declared null and void.

133. NEXT BUSINESS

A motion 'that the meeting proceed to the next business' may be moved either on a motion or an amendment. It requires a seconder and cannot be discussed. Its effect is to discard the question under discussion.

134. CLOSURE

A motion 'that the question now be put', known as 'the closure', may be moved during the discussion either of a motion or an amendment. It can interrupt a speaker, and must not be debated. It needs no seconder. If moved on an amendment it affects the amendment only. It does not prevent the mover of the original motion exercising his/her right of reply (See 136)

135. SPEAKER NO LONGER HEARD

A motion 'that the speaker be no longer heard' must be seconded and must not be debated. The Chair should try to obtain a fair hearing for the speaker if the speaker is in order.

136. FORMAL MOTIONS

The three motions above, Nos 133, 134 and 135, are known as formal motions, because they cannot be debated or amended. They can only be moved by someone who has not previously spoken at any time during the debate except with the unanimous consent of the meeting.

137. ADJOURNMENT MOTIONS

Any member who has not already spoken may move the adjournment of the debate, the adjournment of the meeting, or 'that the Chair leave the chair'. The two adjournment motions may be amended, but only as to time and place. These motions may not be moved a second time until a reasonable period has elapsed.

138. VOTING

Unless otherwise provided, voting shall be:

- (1) on the voices, or if requested by persons,
- (2) on a show of hands, and then
- (3) by ballot if requested by at least one-third of those present and voting.

NB These regulations are definitive but not exclusive.

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