



## Minutes

Board Meeting  
Tuesday 2 June, 2015 at 1845 hours EST, via Skype

### 1. Roll Call

In attendance      Robyn Wallace, Chair  
                             Jim Clement  
                             Don Close  
                             Megan Fardon  
                             Bob Godfrey  
                             Jim Saunders  
                             Tricia Vierra  
                             David Taylor

Susan Linge, Administrative Officer (AO)

### 2. Welcome

The Chair thanked everyone for their attendance

### 3. Adoption Minutes – The Board approved the minutes from the meeting held on Wednesday 20 May, 2015 via Skype.

### 4. Recording of Motions sent and agreed to by Email

4.1 Motion dated Monday 25 May was adopted formally appointing John Compton to be the Manager of the Golf Croquet Trans-Tasman team effective from Tuesday 2 June until the de-brief is held after the event and a report submitted to the Board.

### 5. Review Action Items – Wednesday 20 May, 2015

|        | Item  | Action                   |            |
|--------|---|--------------------------|------------|
| 7      | Paper on Skype Etiquette and set up of Skype  | AO                       | Ongoing    |
| 11.1   | Survey – President's Eights   | AO                       | Ongoing    |
| 11.2   | Survey – AC Men's and Women's   | AO                       | Ongoing    |
| 14     | Stocktake   | AO                       | Ongoing    |
| 15.1   | Author to of the Lawn Craft Manual to be informed of the Board's decision                             | AO                       | Ongoing    |
| 16.1.1 | Events Committee to be informed that the Schools Croquet competition will be held at Maitland CC      | AO                       | Ongoing    |
| 16.1.2 | Define role of National Director of School Croquet (NDSC)   | Tricia Vierra and AO     | PD Drafted |
| 16.1.2 | Determine Terms of Reference for Under 21's Development Group   | Governance sub-committee | Ongoing    |
| 18.1   | Advise NCDAC Board's decision re setting up a development group to work through the new ASC Framework | AO                       | Ongoing    |
| 18.1   | Determine Terms of Reference of Coaching Development Group  | Governance sub-committee | Ongoing    |

### 6. Board – Roles and Responsibilities

It was agreed that the motion seeking the appointment of Deputy Chair be withdrawn and nominations called.

## 7. Board Priorities

### 7.1 Governance sub-committee

The Chair of the Governance sub-committee provided a report outlining the sub-Committees' terms of reference.

It was agreed that the wording of the first paragraph under 'Responsibilities' be changed from

- Reviewing ACA By Laws, Policies, Procedures, etc. that were in place prior to the adoption and approval of the current Constitution to ensure that such By Laws, Policies, Procedures, etc. comply with that Constitution. If necessary, the group is to draft the amendments required for such compliance for consideration by the full Board to -
- Review ACA By-Laws, Policies, Procedures, Terms of Reference and Position Descriptions that were in place prior to the adoption and approval of the current Constitution to ensure that such By-Laws, Policies, – Procedures, Terms of Reference and Position Descriptions comply with that Constitution.  
It was noted that any documentation drafted by the Governance sub-committee would come to the Board for approval.

## 8. Skype Etiquette

It was agreed that the paper on Skype Etiquette, setup of Skype and Skype protocols be distributed as a matter of some urgency.

## 9. Board Representation at ACA Events

|     | Event   | Dates   | Representative |
|-----|---|---|----------------|
| 8.1 | Patron's Trophy                               | Saturday 6 to Monday 8 June<br>(Moorabinda CC, WA)                | Megan Fardon   |
| 8.2 | Australian Gateball Championship              | Thursday 4 to Sunday 6 September<br>(Wynnum CC, QLD)              | Tricia Vierra  |
| 8.3 | GC Gold Medal, Men's and Women's Singles, ISS | Tuesday 15 to Sunday 27 September<br>(Hobart and Launceston, TAS) | Robyn Wallace  |
| 8.4 | President's AC Eights                         | Friday 9 to Monday 12 October<br>(Cairnlea, VIC)                  |                |
| 8.5 | National AC 'B' Level Event                   | Saturday 17 to Sunday 25 October<br>(TBA)                         |                |
| 8.6 | National GC Handicap                          | Saturday 1 and Friday 6 November<br>(Deniliquin, NSW)             |                |
| 8.7 | AC Open Doubles and Singles Championships     | Saturday 14 to Sunday 22 November<br>(Cairnlea, VIC)              |                |
| 8.8 | National GC Secondary Schools Championships   | Friday 27 to Sunday 29 November<br>(TBA)                          | Robyn Wallace  |
| 8.9 | GC Trans-Tasman                               | Monday 30 November to Saturday 5 December (Nelson, NZ)            | Robyn Wallace  |

It was agreed that the table listing ACA Representation be an ongoing agenda item. There was a discussion about the request from the National Director of Gateball that a member of the Board attend and address the participants of the Australian Gateball Championships about ACA's future direction the day before competition commences.

## 10. Strategic Plan

### 10.1 Update – membership SPWG

Tricia Vierra advised that some changes have occurred to the makeup of the Strategic Planning Workshop Group due to personnel either travelling overseas for an extended period of time, moving State or at the suggestion of a State Association. Members of the SPWG are –

Tricia Vierra (Chair)  
Steve Thornton – Croquet NSW  
Kate Patrick – Croquet Victoria  
Henry Burbury – Croquet Tasmania  
Maree Skinner – Croquet SA  
Megan Fardon – Croquet West  
Murray Tinker – Croquet Queensland

## 11. Policies

- 11.1 Travel Policy Computation Document – for information only  
Administrative Officer said that in hindsight this document should have accompanied the Travel Policy which was adopted at the last meeting. No further comment was required.
- 11.2 Prioritisation of Policies – update  
The Chair of the Governance sub-committee will provide a list of priorities for discussion at the next meeting

## 12. Tournaments

- 12.1 Survey Results President' s GC Eights  
Data not yet compiled
- 12.2 Update Survey AC Men's and Women's Singles  
Data not yet compiled
- 12.3 GC Open Doubles and Singles Survey  
Survey yet to be finalised.
- 12.4 Patron's Trophy  
The AO reported that information about certificates, trophy and the retrospective awarding of medals since the inception of the event had been organised with the TM.

The AO said that the TR had asked for the names of players who were accredited referees and this had been sent.

A copy of the Accredited referees, as provided by the previous NDRAC be sent to the Chair.

- 12.5 GC Gold Medal, Men's and Women's Singles and ISS - info from Bob Godfrey
- 12.5.1 Appointment TR and TM  
The organising committee in Tasmania suggested Henry Burbury to be the Tournament Manager and Graeme Denehey be Tournament Referee.

The Board agreed to the appointment of Henry Burbury as Tournament Referee.

Jim Saunders, Board Liaison to NDRGC, shall discuss the appointment of the TR with the NDRGC.

In addition Bob Godfrey reported that there will be a Vice Regal Reception in Hobart before the Men's event and a Civic Reception in Launceston in the lead up to the InterState Shield.

Bob advised that in order to observe protocol invitations are required to be sent to each individual by mail.

State Associations should be asked when sending confirmation of their team to the Office to include postal addresses for each member.

#### 12.6 President's AC Eights

The AO noted that the call for Expressions of Interest (EoI) for the President's AC Eights has been placed on the ACA website. The Board noted two suggestions by the AC SC – (i) rankings as at the closing date of EoI will be used to determine which players will be invited to compete and (ii) rankings as at 22 September will be used to seed the tournament and allocate players to the respective eight.

#### 12.7 Inaugural GC Schools Championship

There was a broad ranging discussion which centred on predominantly budget and monetary issues.

- 1 It was agreed that a GC Schools Croquet Championship become part of the ACA national calendar of events
- 2 It was agreed that there would be no entry fee payable for the 2015 event but the Board is to review this annually particularly if the age range increases to becoming an Under 21 competition.
- 3 Instead of providing a bursary of \$100.00 per player as suggested by the NDSC, the Board agreed to reimburse travel/accommodation costs, on receipt of tax invoices, on a similar basis to that already established for the President's GC and AC Eights but capping the amount to \$100.00.

Jim Clement to send information to the Board Liaison for the NDSC regarding the process used for reimbursement for the President's competitions.

In the proposal received from the NDSC there were a number of other organisational matters that required consideration. In particular the request not to have on-line entries for this event as there were specific permissions required to be authorised by guardians.

The Board agreed that entry forms are to be used and shall be collated by the NDSC.

It was also agreed that a budget for the event would be completed and presented to the Board at its next meeting. In addition the Board Liaison to talk with the NDSC to establish the 'monetary pool' for travel reimbursement.

#### 12.8 Golf Croquet Trans-Tasman

The AO reported that all members selected for the GC Trans-Tasman Team verbally accepted their position in the team.

### 13. Committees

#### 13.1 GC Refereeing Committee

Jim Saunders reported that he had talked about the recommendations in the Minutes of the meeting that was held on 22 April with the NDRGC.

Item 4(ii) Jim Saunders highlighted that the process for reaccrediting referees needs urgent review rather than a medium priority as stated in the Committee's minutes. However there was no discussion as to how this should proceed.

Item 6 – it was agreed that a clear statement be provided by the Board to the NDRGC and the Refereeing Committee as to the way in which Tournament Referees are to be appointed for ACA events.

Item 7 – Jim concurred with the Committee’s recommendation that the ‘ACA Board gives further consideration to providing more realistic remuneration to cover referees expenses at ACA events’. It was agreed that Jim Clement and AO would provide some options for consideration by the Board at its next meeting.

Item 10 – It was noted that the glossary had not been presented previously to the ACA for endorsement.

AO to circulate and for discussion at the next meeting.

Item 12 – Jim Saunders asked the AO about the next publication of *The Rules of Golf Croquet* and whether the index would be included. The AO said that the way the index had been presented needs to be re-formatted.

The National GCR committee recommended it should meet every two years and preferably to coincide with the Gold Medal event. Jim Saunders counselled that the location of the meeting should be cost effective ie it will be very expensive for the meeting to be held in Western Australia in September 2016.

#### 13.2 Member Protection Information Committee

Jim Clement provided a report and it was agreed that –

- 1 the ACA did not need a Member Protection Committee
- 2 the recommendations listed in the report from Ron Burns, September 2014 be considered and where necessary included in the review of the current ACA Member Protection Policy.
- 3 the Complaints Officer be co-opted to work with the Governance sub-committee on the review of the Member Protection Policy.
- 4 a list of Member Protection Information Officers to be kept by the ACA.

### 14. WCF

#### 14.1 WCF Women’s AC WC – Saturday 25 July to Saturday 1 August, 2015; Nottingham

The AO informed the Board that only four of eight Agreements emailed to players representing Australia had been signed and returned to the ACA by the stipulated date. The Board expressed its concern and stated that a player would not receive any entitlements if the official paperwork had not been completed. The Board was made aware that in following up with players it was putting the delivery of uniforms in jeopardy.

#### 14.2 WCF GC Teams 2016 – Saturday 14 to Friday 20 May, 2016; England This matter was deferred to the next Board meeting.

#### 14.3 WCF GC WC and WCF GC Under 21’s GC This matter was deferred to the next Board meeting

### 15. Finance

#### 15.1 Financial Report – May The financials for May were noted.

### 16. ACA Website

#### 16.1 Web Information – Update This matter was deferred to the next meeting

#### 16.2 Organisational Structure This matter was not discussed

### 17. Appointed Officers

#### 17.1 National Director of School Croquet 17.1.1 Report Development Strategy Under 21s This item was deferred to the next meeting.

- 17.1.2 ASC *Sporting Schools* – update  
This item was deferred to the next meeting.

## 18. Australian Sports Commission

No topics outstanding

## 19. New Business

- 19.1 The Duffers Tice – discussion  
This discussion was deferred to the next meeting

- 19.2 TReg 12.7 – Dress Code  
This discussion was deferred to the next meeting

## 20. Other Business

- 20.1 Finance Assistant  
The AO reported that Don Close, Jim Clement and herself had conducted an interview with a candidate who was more than eminently qualified for the position. The Board accepted the panel's recommendation that this person be offered the role of Finance Assistant.

The Board agreed that an amount of up to \$1,000 be spent on purchasing another computer/laptop for use by the Finance Assistant with MYOB software.

## 21. Meeting Closed – 2100 hours

Next two Meetings – Wednesday 1 July at 1700 hours EST and  
Wednesday 8 July at 1700 hours EST both via Skype

Action Items arising from Tuesday 2 June

|        | Item  | Action                             |
|--------|---|------------------------------------|
| 6      | Call for nominations for the position of Deputy Chair.  | AO                                 |
| 7      | Develop process/policy on placement of completed Terms of Reference and Position Descriptions.  | AO/Jim Clement                     |
| 8      | Paper on Skype Etiquette – set-up and protocols to be distributed as a matter of urgency.   | AO                                 |
| 8.2    | Briefing - Gateball   | Tricia Vierra/Director of Gateball |
| 11.2   | Chair of the Governance sub-committee to provide a list of priorities for discussion at the next meeting.                                     | Jim Clement                        |
| 12.4.1 | List of Qualified Referees to be sent to the Chair.   | AO                                 |
| 12.5.1 | Appointment of TM for the GC Gold Medal, Men's and Women's Singles and ISS be conveyed to Henry Burbury and to the Chair of Events Committee. | AO                                 |
| 12.5.1 | NDRGC Board Liaison to discuss appointment of TR with NDRGC.  | Jim Saunders                       |
| 12.5.1 | State Associations to be advised that when sending the names of their team to the Office for the ISS to also include postal addresses.        | AO/Chair of Events                 |
| 12.7   | Convey Board's decision to add GC Schools Competition to the national calendar of events to Chair Events Committee                            | AO                                 |
| 12.7   | Information about reimbursement for the President's Eights be sent to the Board Liaison for NDSC.   | Jim Clement                        |

|      | Item  | Action                   |
|------|---|--------------------------|
| 12.7 | Board Liaison for NDSC to talk with the NDSC about preparing a budget for the inaugural GC Schools Competition.   | Tricia Vierra            |
| 12.7 | Board Liaison to discuss with NDSC a 'monetary pool' for travel reimbursement                                     | Tricia Vierra            |
| 13   | Item 4(ii) Follow up as to the process of reviewing reaccreditation of referees                                   | AO add to next Agenda    |
| 13   | Item 6 Board Liaison NDRGC write a clear statement outlining the way in which TRs are to appointed for ACA Events | Jim Saunders             |
| 13   | Item 7 Paper drafted with options for Referee reimbursement for ACA events  | Jim Clement/AO           |
| 13   | Item 10 Glossary to be circulated to the Board  | AO                       |
| 13   | Index for inclusion in <i>The Rules of Golf Croquet</i>   | AO                       |
| 13.2 | Review Member Protection Policy   | Governance sub-committee |
| 14   | Follow up Players who have not returned their signed Agreements for WCF Women's AC WC                             | AO                       |
| 20.1 | Confirm Appointment – Finance Assistant   | AO                       |
| 20.1 | Purchase laptop for Finance Assistant.  | AO/Jim Clement           |