



Minutes

Board Meeting
Wednesday 20 May, 2015 at 1700 hours EST, via Skype

1. Roll Call

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

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 6 May, 2015 via Skype.

4. Review Action Items – Wednesday 6 May, 2015

The Administrative Officer reported on the Action Items from the meeting on Wednesday 6 May. Of the thirteen listed four are outstanding –

	Item	Action	
8.1	Write to Barb Piggott confirming appointment	AO	Verbal confirmation
8.2	Write to Greg Whymark confirming appointment	AO	Verbal confirmation
8.3	Meeting convened State Directors/Co-ordinators AC Refereeing	AO	Meeting to be arranged
8.6	Write to Bethwyn Johnson confirming appointment as ACA's Complaint Officer	AO	To do

5. Board – Roles and Responsibilities

5.1 At the meeting held on Wednesday 6 May members of the Board indicated their areas of interest which were reviewed and agreed upon -

Governance – Constitutional Review Policy Development	Jim Saunders, Jim Clement, David Taylor, Don Close
Marketing	Megan Fardon
Strategic Plan	Tricia Vierra, Megan Fardon
Finance	Don Close

Jim Clement was appointed convenor of the Governance sub-committee.
Don Close was appointed as Treasurer and will take over the portfolio once the audit had been completed.

5.2 Interim Liaison – Committees

At the meeting held on Wednesday 6 May members of the Board indicated the committees that were of interest which was reviewed and agreed upon -

Tournament Committee	Bob Godfrey
Events Committee	Bob Godfrey
AC Selection Committee	David Taylor
GC Selection Committee	Jim Saunders
Member Protection Information Committee	Jim Clement

5.3 Interim Liaison – Appointed Officers

At the meeting held on Wednesday 6 May members of the Board indicated their interest in liaising with Appointed Officers which were reviewed and agreed upon -

High Performance Manager Association Croquet	Don Close
National Refereeing Director Golf Croquet	Jim Saunders
National Director Gateball	Support via Office
National Director Schools Croquet	Tricia Vierra
National Handicapper	Bob Godfrey
Archivist	Megan Fardon
Representative The WCF Golf Croquet Rules Committee	Jim Saunders

5.4 Interim Liaison – Positions Appointed 6 May

At the meeting held on Wednesday 6 May the following positions were either appointed or confirmed. It was agreed that the following Board Members would become the liaisons -

National Coaching Director Golf Croquet	Tricia Vierra
National Coaching Director Association Croquet	Don Close
Representative International Laws Committee	Jim Clement
Complaints Officer	Jim Clement

6. Board Priorities

At the meeting held on Wednesday 6 May Jim Clement presented a list of tasks that had been compiled from previous Executive Minutes and a list of priorities arising from the Constitution. These items are now to be actioned either by the Administrative Officer or by the Board's Governance sub- committee

7. Skype Etiquette

It was agreed that a paper be prepared on Skype Etiquette and the setup of Skype

8. Board Representation at ACA Events

	Event	Dates	Representative
8.1	Patron's Trophy	Saturday 6 to Monday 8 June (Moorabinda CC, WA)	Megan Fardon

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

9. Strategic Plan

No discussion

10. Policies

10.1 Travel Policy

The Board adopted the Travel Policy.

11. Tournaments

11.1 Survey Results President's GC Eights

Data not yet compiled

11.2 Update Survey AC Men's and Women's Singles

Data not yet compiled

11.3 GC Open Doubles and Singles

Jim Saunders reported that Brian Reither, TM, ran the tournament very well and overall it was an excellent event.

11.4 Patron's Trophy

Belatedly the Board approved the following appointments –
Tournament Manager – Helen Collins
Tournament Referee – Murray Hawker

11.5 GC Gold Medal, Men's and Women's Singles and ISS - info from Bob Godfrey

11.5.1 Reply from Organising Committee

The Executive at its meeting on 8 April asked the Organising Committee to clarify the use of lawn barriers for the events being held at St Leonards – Women's Singles and ISS.

The Organising Committee confirmed that lawn barriers will be used and noted that Rule 9(c) 'be subject to a local variation for the duration of the tournament allowing a player to move the ball in without the need for the explicit consent of the striker or referee'. In addition the Organising

Committee pointed out 'that subject to the agreement of the Tournaments and Events committees, ACA Tournament regulations to include the stipulation that "all courts used for ACA Golf Croquet events must provide an adequate means of ensuring that a forcefully struck ball is unlikely to encroach onto adjoining courts'.

A query was raised as to the number of lawns that will be used at St Leonards and the soccer field. Bob Godfrey confirmed that there will be 8 lawns at St Leonards and 4 at the soccer field for the InterState Shield.

11.5.2 Appointment TR and TM

Bob Godfrey confirmed that the organising committee is meeting on Thursday 21 May and the roles of TR and TM will be discussed.

11.6 President's AC and GC Eights

The AO wrote a briefing paper query the naming of the two President's tournaments as the ACA has moved to a Board Structure. It was unanimously agreed that these events retain the names – President's GC Eights and President's AC Eights.

11.7 Appeals Committee

It was agreed that the Board refers this anomalous wording to the Tournaments and Events Committees with a request to re-write these paragraphs for consistency and clarity, and if necessary suggest a re-naming of the bodies concerned in governing an event. In addition there be a direction as to who should serve on an Appeals Committee and whether or not a Board Member be present with the proviso that a person is non-playing.

12. Committees

12.1 GC Selection Committee – selection GC Team

Jim Saunders attended as ex-officio and reported that the meeting was conducted with propriety.

The Board endorsed the team selection and recommendation for the role of Captain. The position of Manager is still be decided.

Reference was also made to a suggestion made by Bob Godfrey via email re a change to selection procedures.

12.2 AC Selection Committee – Minutes meeting held 11 April

The minutes of the AC Selection were noted.

12.3 Events Committee; Tournament Schedule – Programming Minutes meeting held 7 May.

The minutes of the Events and Tournaments Programming Meeting were noted.

12.4 GC Refereeing Committee – Minutes meeting held 22 April

It has been the practice of this committee to meet every two years and as a result the minutes contained a number of recommendations to the ACA. It was agreed that GC Refereeing Committee Board Liaison – Jim Saunders with the AO would provide a report for the Board at its next meeting

13. WCF

13.1 WCF GC WC and WCF GC Under 21s GC

There was a brief discussion about the proposed dates and Croquet Victoria will confirm availability at Cairnlea by the end of the week

13.2 WCF Women's AC WC

The AO confirmed that another player from Australia had been offered a Replacement Ranking Place.

14. Finance

The Treasurer noted that information for the stocktake was outstanding.

15. Web

15.1 Croquet Refereeing – Lawn Craft Manual

The AO had prepared a briefing paper outlining the background to this manual and subsequent email dialogue that had been received from the author.

It was agreed that for a number reasons the ACA will withdraw its exclusive ownership of the intellectual property and request the removal of any reference to the ACA ie logo thereby enabling the manual to be placed on the US Croquet Association's website.

15.2 Organisational Structure

A briefing paper had not been distributed and the matter was not discussed.

16. Appointed Officers

16.1 National Director of School Croquet

16.1.1 Initial Report

Report from the National Director of School Croquet was noted. The Board was also informed that the event which is scheduled for Friday 27 to Sunday 29 November will be held at the Maitland Croquet Club. Maitland CC will also offer accommodation – one room gratis per State.

It was also agreed that the role of National Director of School Croquet (NDSC) needs to be defined.

16.1.2 Development Strategy Under 21s

The AO gave a quick overview of the discussion that had occurred with the NDSC regarding the need to develop a strategy to ensure that Australia has a solid representation in the WCF GC Under 21s WC in 2017.

It was agreed that a report detailing the development strategy be presented to the Board for the next meeting.

17. New Business – Correspondence

17.1 Quadway Hoops

The ACA had received a request asking for an opinion on the use of Quadway Hoops. It was agreed that ACA will not make any determination on the equipment used for events other than all equipment must meet the requirements as stipulated by the WCF.

17.2 Reciprocal agreement between Croquet Australia and Croquet New Zealand.

The AO provided a background paper on reciprocal refereeing arrangements between Croquet Australia and Croquet New Zealand. ACA has received another approach from Croquet New Zealand and the Board agreed that this matter be referred to the State Directors/Co-ordinators of AC refereeing.

18. Australian Sports Commission

18.1 8 Step Framework – Coaching

It is moved that the Board endorses a 'Coaching Development Group' to be formed which shall be chaired by Greg Whymark to develop programs that are aligned with the ASC's designated framework. In addition the Coaching Development Group

will be bound by a terms of reference that needs to be defined by the Governance sub-committee.

19. Other Business

19.1 Use of the word 'Board' and 'Executive'

It is moved that any reference to the words 'Executive' and 'Executive Committee' appearing in current ACA documents ie Manuals, Tournament Regulations, existing Policies and By-Laws be interpreted as meaning 'Board' until a review of all of these documents have been completed.

Secondly it is agreed that the Administrative Officer place the following note on the front page of each document that is currently on the ACA website.

'Please note – this document refers to the 'Executive' or 'Executive Committee', as the ACA has moved to a Board Structure, these terms are to be interpreted as meaning 'Board'.

20. Meeting Closed 1952 hours EST

Next Meeting Tuesday 2 June, 2015 at 1845

Action Item from Wednesday 20 May

	Item	Action
5.1	Governance – a draft brief to be written outlining the remit of this Board sub-committee for the next meeting – Tuesday 2 June	Jim Clement
5.2; 5.3; 5.4	Confirm Board Liaisons with Appointed Officers and Committees	AO
6	Send list of Board Priorities to Jim Clement	AO
7	Paper on Skype Etiquette and set up of Skype	AO and Tricia Vierra
11.1	Survey – President's Eights	AO
11.2	Survey – AC Men's and Women's	AO
11.7	Paper presented to the Board on Appeals Committees be distributed to the Chair of Events and Tournament Committees	AO
12.1	Inform players of their selection to the GC TT	AO
12.1	Appointment of Team Manager of GC TT	Board
12.1	Bob Godfrey's suggestion re membership of selection committees be forwarded to the Board's Governance sub-committee.	AO
12.4	Recommendations listed in Minutes from the GC Refereeing Committee	AO and Jim Saunders
14	Stocktake	AO
15.1	Author to of the Lawn Craft Manual to be informed of the Board's decision	AO
16.1.1	Events Committee to be informed that the Schools Croquet competition will be held at Maitland CC	AO
16.1.1	Define role of National Director of School Croquet (NDSC).	AO and Tricia Vierra
16.1.2	Board Liaison and NDSC to work through the strategy for developing young players to be able to participate in the WCF GC Under 21's. A report to be tabled at the next meeting	AO, Tricia Vierra and NDSC
16.1.2	Determine Terms of Reference for Under 21's Development Group	
17.2	Add reciprocal rights to Agenda for State Referees Meeting	AO

	Item	Action
18.1	Advise NDCAC Board's decision re setting up a development group to work through the new ASC Framework	AO
18.1	Determine Terms of Reference of Coaching Development Group	Governance sub-committee

Action Items for the AO

Item	Action	Status
8.6.Coaching/Croquet NSW – ACA to support CNSW SDC	AO/Pres	On going (RW/SL)
7.5 Obligations to ASC - copy of President's Report to be provided to ASC	Sec	by 30 th June 2015
8.2.Responsibilities to ASADA – require details to be posted to ACA website	AO	Medium
8.1.Review of the Magazine - AO to distribute to Executive when all received	AO	Medium (by December, 2015)
6.4 submit bid for ACA to host 2017 WCF GCWC & U21 GCWC	AO	Ongoing
5.3 Register ACA for ASC <i>Sports School</i> program	AO	Short to Medium
2.1.1 Item 8.1 23/3/15 – Mock-up of magazine cover/front page	AO	Medium