



## Minutes

### Board Meeting

Wednesday 5 August at 1600 hours EST via Skype

The meeting did not commence until 1613 hours EST due to a confusion with the starting time.

The Chair welcomed members to the meeting and thanked them for their time.

#### 1. Roll Call

In attendance    Robyn Wallace (Chair)  
                          Jim Clement  
                          Bob Godfrey  
                          Jim Saunders  
                          David Taylor  
                          Tricia Vierra

Susan Linge ACA Secretary/Administrative Officer

Apologies            Megan Fardon  
                              Don Close joined the meeting after its commencement.

#### 2. Welcome

#### 3. Adoption Minutes

3.1 The minutes from the meeting Wednesday 8 July, 2015 were accepted.

3.2 Business arising from the minutes –

3.2.1 Board Liaison NDRGC said that at the last meeting it was agreed an issues paper was to be written but this now could not happen until the AO had drafted a new document re Accreditation/Reaccreditation.

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

4.1 The following motion was circulated by email

MOTION: One nomination for the position of Deputy Chair was received by the closing date of Sunday 12 July from Bob Godfrey. In the absence of any other nomination, Bob Godfrey shall be appointed as Deputy Chair of the Australian Croquet Association Inc Board.

Bob Godfrey was unanimously voted to the position of Deputy Chair of the ACA Board.

#### 5. Review Action Items – Wednesday 8 July 2015

	Item	Responsibility	
17.1.1	Recommendation 4 – Student Membership Briefing paper to be prepared for the meeting on 5 August. This paper to be listed on the Agenda for the SGM on Monday 28 September for implementation 1 January, 2016	Board Liaison and NDU21C – 5 August	Item 12.2.1

	Item	Responsibility	
NOTE	Board Liaison NDU21C made a correction to the above item and said it was not a briefing paper that was required but a draft letter outlining the new criteria for Under 21 membership.		
17.1.1	Recommendation 6 – WCF U21 Working Group. Briefing paper outlining structure, make up and terms of reference	Board Liaison and NDU21C – 5 August	Item 13.2
6.1	Voting Papers to be sent re position of Deputy Chair	Secretary/AO	Not required
8.1	Skype Protocols	Secretary/AO	Item 8.1
9.3	Board members will be attending the function at Government House?	AO Friday 31 July	Completed
10	Letters of invitation for new members of the SPWG.	Chair SPWG/AO	Ongoing
11.1	List of Priorities to be sent to Members of the Board	Friday 31 July	Completed
	Board Members to list their priorities and return to the AO for collation	Due Friday 14 August for discussion 19 August meeting	Item 11.1
12.4	State Associations to be asked about reimbursements to Tournament Officials. What payments are made by other similar sized sports?	Treasurer	19 August
13.2	State Associations to be asked for a list of Accredited Member Protection Information Officers	Secretary/AO	Ongoing
13.3	Reimbursement of expenses for Appointed Officers, Committee personnel and members of the Board.	Treasurer August	19 August
14	Australia's agreement to the proposed amendments for both Topic 44 and 45	Secretary/AO Tuesday 21 July	Completed
15	Maturing term deposit to be rolled over and a report to the Board outlining other investment opportunities.	Treasurer	Item 15
17.1	The PD for National Director Under 21 Croquet be amended as required by the Board.	Secretary/AO	Completed
11.2	Appointment of Tournament Referees Policy to be placed on the ACA website and distributed to National Directors and State Directors/Co-ordinators of Refereeing.	Secretary/AO	Ongoing
13.1.1	Issues paper re process for reaccreditation.	Board Liaison NDRGC	See Item 3.2 Business Arising
18	Follow up the ASC for Participation Program criteria	Secretary/AO	Ongoing

## 6. Board – Roles and Responsibilities

6.1 Position of Deputy Chair – Refer Agenda Item 4.1

6.2 Board Identification at Official Events

6.2.1 Name tag/badge; shirt with ACA logo.

Preferences were expressed and it was agreed that each Director shall receive a name badge.

## 7. Board Priorities

7.1 Governance sub-committee – update (Chair, Governance sub-committee)  
*Secretarial Note – Item 7.1 was deferred until Jim Clement could improve the sound quality as any comment was inaudible [and is listed after 13.2]*

## 8. Skype Etiquette

### 8.1 Attracting Attention During a Skype meeting

The Board agreed to the suggestions listed to ensure that members can (a) hear what is being said and (b) have the opportunity to speak. Two additional points were made and the two papers are to be combined and forwarded to Appointed Officers and Committees.

## 9. Board Representation at ACA Events

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

9.1 It was agreed that the following Board Members would be the ACA Official Representatives at the functions surrounding the Gold Medal, Men's and Women's Singles and the ISS.

Gold Medal – 15 September	Bob Godfrey
Governor's Function - 17 September	Jim Saunders
Welcome Women's Singles - 17 September	Bob Godfrey
Mayoral Function - 22 September	Robyn Wallace

It was also agreed that the ACA Official Rep would acknowledge the presence of other Directors.

## 10. Strategic Plan

### 10.1 SPWG Working Group

The Chair of the SPWG informed the Board that the SPWG had met and had reviewed the Action Plans. In some instances an Action Plan has been

superseded as it had been moved into the jurisdiction of the AO/Webmaster/Appointed Officer.

Revised Operational Plan to be presented to the Board on 19 August.

## **11. Policies**

### **11.1 Prioritisation of Policies**

It was agreed that the list of priorities be discussed at the 2 September meeting which would require the list of priorities to be returned to the Office no later than Friday 28 August.

## **12. Tournaments**

### **12.1 GC Gold Medal, Men's and Women's Singles and ISS**

AO reported that the tournaments, functions and the capacity to order TShirts were all listed on *The Duffers Tice*.

### **12.2 Inaugural GC Schools Championship**

Nothing to report

### **12.3 Golf Croquet Trans-Tasman**

The Board's decision at its last meeting was reiterated.

### **12.4 Reimbursement Tournament Officials for ACA Events – 19 August**

### **12.5 Appeals Committee – Tournament Regulations**

At the Board meeting on 20 May it was agreed that as there was no reference to an appeals committee in the TRegs and the wording was confusing when it came to the use of "Tournament Committee", the two matters were referred to the ACA Tournament and Events Committees for their consideration. Several amendments to TReg 4 were recommended.

The Board approved these amendments which clarifies the three levels of Management Committee, the difference between the ACA Tournament Committee and Local Organising Committee and the personnel for the Appeals Committee.

It was agreed that in 4.4.2.4 the nominee of the Local Organising Committee be approved in advance by the Management Committee, particularly for ACA events. In 4.4.2.1 and 4.4.2.2 add 'or the Venue Manager'.

*Secretarial Note – Don Close joined the meeting at 1715*

### **12.6 President's AC Eights – update AO**

#### **12.6.1 Appointment TM and TR**

The Board approved the appointment of Brian Reither as Tournament Manager and Brian Foley as Tournament Referee for the President's AC Eights.

## **13. (a) Committees**

### **13.1 GC Refereeing Committee Minutes**

#### **13.1.1 Item 4(ii) Reaccreditation – deferred to 19 August**

This item was discussed in Business Arsing see 3.2.1

### **13.2 WCF U21 Working Group – [supporting paper]**

The Board at its meeting on 1 July considered the development strategy for Under 21 Croquet; Recommendation 6 stated 'the ACA establish a WCF U21 Working Group'. The Board asked for a briefing paper to be presented at this meeting.

It was agreed that the Board approve the establishment of the WCF U21 Working Group and the personnel listed in the paper be formally invited to participate and that the terms of reference be to develop and document processes to be undertaken by individuals for identification, recruitment

selection, training and development of players to form an U21 Squad to participate in the WCF U21 tournament in 2017.

### **13. (b) Appointed Officers**

13.3 Reimbursement of Expenses – 19 August

### **14. WCF**

14.1 WCF GC WC and WCF GC Under 21s GC Formal Bid – 19 August

*Secretarial Note – the Treasurer “re-joined” the meeting via landline as his Skype video image was distorted and the sound inaudible.*

## **7 Board Priorities**

7.1 Governance sub-committee

The Chair of the Governance sub-committee reported that the review of the Member Protection Policy was underway and a progress report would be made at the meeting on 2 September. Several members of the sub-committee have been away but the group was waiting on the policy priority listing which will be discussed also at the meeting on 2 September.

## **15. Finance**

15.1 Financial Report

The Financial Report for July was received.

The Treasurer drew the Board’s attention to the return on investments which have dipped but over the past two years there has been an increase of about \$20,000 so a net gain of approximately \$15,000.

It was agreed that amounts of \$20,000 totalling \$80,000 be placed in four term deposits with staggered maturing dates so one would be rolling over every three months.

It was noted there had been no merchandise sales and the AO said invoice requests still need to be sent for Rule books and gauges that had been sent to State Associations.

## **16. ACA Website**

16.1 Web Information

Since this item was placed on the agenda the information that is now on the website has improved but there are some areas which are still lacking.

It was agreed that minutes of Board meetings be placed on the website. The Board however was concerned about the confidentiality of some issues and it was agreed that they would be treated ‘in camera’ and not made public.

## **17. Appointed Officers**

17.1 NCDAC and NCDGC – ACA Coaching Governance

The Board complimented the work that had been undertaken by the NCDAC and NCDGC.

The Board approved the establishment of the Croquet Australia Coaching Committee (CACC) comprising the NCDAC, NCDGC, a nominee from the Board, three members appointed by the Board selected from State Directors of Coaching, HPM and NDU21C to develop a coaching program across all four disciplines – Association, Golf, Gateball and Ricochet – that comply with newly established ASC Framework.

17.2 NDU21C

17.2.1 Introduction Student Membership Category

The Board at its meeting on 1 July agreed to 'establish an Under 21 membership category'. The fees ie affiliation and international levy would be discounted by 50%.

The Board Liaison NDU21C said that the draft letter outlined the new criteria for Under 21 membership. The Board approved the draft letter.

## **18. Australian Sports Commission**

Nothing to report

## **19. New Business**

### **19.1 The Duffers Tice**

Concern was expressed about the use of the online entry program *The Duffers Tice*; the layout was confusing, there was no 'edit' capability and, on occasions, the information on one page was inconsistent with the information on another.

The Board asked the AO to following up on the limited entry numbers for the Men's GC Singles.

*Secretarial Note – Don Close left the meeting at 1752.*

### **19.2 TReg 12.7 – Dress Code**

The Board agreed that this matter should be referred to the ACA Tournaments and Events Committees seeking their comments and recommendation.

### **19.3 TReg 3 2 – Eligibility to Compete**

The AO gave a brief overview and those who were on the previous Executive commented that the primary issue was residency.

It was agreed that this matter should be referred to the ACA Tournaments and Events Committees seeking their comments and recommendations. After receiving a response from the two committees, opinions to be sought from State Associations.

### **19.4 Code of Behaviour**

#### **19.4.1 Coach's Code of Behaviour**

It was agreed that the Coach's Code of Behaviour and Agreement be adopted and shall be distributed via the ACA website and to National and State Directors/Co-ordinators of Coaching.

#### **19.4.2 Official's Code of Behaviour**

It was agreed that the Official's Code of Behaviour and Agreement be adopted and shall be distributed via the ACA website and to National and State Directors/Co-ordinators of Refereeing

### **19.5 Aussie Croquet/Aussie Sport**

It was agreed that the page for Aussie Croquet/Aussie Sport on the old ACA website not be uploaded to the new site.

*Secretarial Note – Item 19.6 has been superseded by the ACA Coaching Governance Report.*

### **19.7 ACA scholarships**

It was agreed that the process and awarding of ACA scholarships be a discussion paper for the meeting on 28 September.

### **19.8 Meritorious Medal**

It was agreed that the awarding of the Meritorious Medal be a discussion paper for the meeting on 28 September.

## **20 Meeting Closed**

Meeting closed at 18.27

Next Meeting – Wednesday 19 August at 1600 hours EST via Skype

Action Items arising from Meeting 5 August, 2015

	Item	Responsibility
6.2.1	Identification Badges to be produced and sent to Members of the Board	Treasurer
8.1	Combine the two papers that have been sent to the Board re Skype and send to Appointed Officers and Committees	Secretary/AO
9.1	Provide briefing notes for ACA Official Representatives at functions being held in Tasmania.	Secretary/AO
11.1	List of policies as distributed by email – 31 July to be prioritised and returned to the AO no later than Friday 28 August.	Board Members
12.5	Collate final changes as suggested by the Board and distribute to the ACA Tournament and Events Committees.	Secretary/AO
12.6	TM and TR for the President's AC Eights to be notified of their appointments.	Secretary/AO
13.1.1	New documentation to be prepared ie referee accreditation/reaccreditation	Secretary/AO
15.1	Amounts of \$20,000 be placed in four term deposits	Treasurer
16.1	Minutes from Board meetings to be placed on the ACA website.	Secretary/AO
17.1	Inform the NCDAC and NCDGC of the Board's agreement to establish the Croquet Australia Coaching Committee,	Secretary/AO
17.2.1	Under 21 Membership category letter to be finalised	Secretary/AO
19.1	Check if numbers are limited for the Men's GC Singles,	Secretary/AO
19.2	Wording and implementation of TReg 12.7 – Dress Code to be referred to the ACA Tournament and Events Committee for their comment and recommendation	Secretary/AO
19.3	Wording of TReg 3 .2 – Eligibility to Compete to be referred to the ACA Tournament and Events Committee for their comment and recommendation.	Secretary/AO
19.4.1	Coach's Code of Behaviour to be uploaded to the ACA website.	Secretary/AO
19.4.2	Official's Code of Behaviour to be uploaded to the ACA website.	Secretary/AO