



Minutes

Board Meeting

Monday 28 September at 1330 hours

Ben Lomond 2 Room, Best Western Plus, Launceston, Tasmania

Secretarial Note – the meeting of the Board followed the Special General Meeting which commenced at 0900 hours.

1. Roll Call

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

Susan Linge ACA Secretary/Administrative Officer

2. Welcome

The Chair again welcomed everyone with this being the first face to face meeting held since the Board's inception.

It was noted that the order of the Agenda would not be as listed as two invited guests would be making presentations.

Secretarial Note – the first invited guest to speak was Greg Whymark.

12. (a) Committees

12.2 Croquet Australia Coaching Committee

Greg Whymark, National Coaching Director Association Croquet (NCDAC) outlined to the Board the new coaching framework for all mallet sports which is in line with ASC requirements. The program is built on levels of competency and is about coaching not the code. The Croquet Australia Coaching Committee (CACC) is producing a *Strategic Coaching Needs* document that will be submitted to the ASC for accreditation after the Board's approval. Course material is currently being written.

The proposed structure is based on 'the player segmentation model'. There will be six tiers –

Assistant Coach	(common to all four codes). Role in club: Assists the Club Coach).
Foundation Coach (Level 1)	Assists players to learn and enjoy the game. Coach club members, especially the non-competitive. Knows that drills can be used to improve specific skills. The Foundation Coach qualification may be endorsed for multiple codes.
Club Coach (Level 2)	Coach players who want to improve and can compile a training and practice program. The Level 2 Coach knows how to extend players. Can teach tactics. Helps players produce their own improvement plan.
Development Coach (Level 3)	Able to coach effectively for high level competitions throughout Australia. They will do this by assisting players

Tactical Coach (Level 4)
Elite Coach (Level 5)

in devising long-term development plans and advise on drills to achieve the player's goals.
Higher performance management or other specialist skills.
This Coach will be trained to motivate and lift players into the elite categories of performance.

The ACA Board endorsed –

1. the structure of coach education as outlined in the paper *Coaching for Australian Mallet Sports* which is –
 - a. based on the coaching process and not the code being coached,
 - b. a single unified structure that is designed to meet the needs of all four codes played under the auspices of the ACA,
 - c. derived from the needs of players (informed by the participant segmentation model), and
 - d. based on industry standard Competency Based Training (CBT) as opposed to the current curriculum based training.
2. the plan to introduce the new structure on 1 January 2016 and authorise development of training materials acknowledging that ASC has yet to approve the new structure.
3. the authority of the CACC to approve curriculum within that structure.

The Chair acknowledged the amount and quality of the work that has been undertaken by both Greg Whymark, NCDAC, Barb Piggott, National Coaching Director Golf Croquet (NCDGC) and the other members of the Croquet Australia Coaching Committee.

3. Minutes

3.1 Adoption Minutes

Minutes of the meeting held on Wednesday 2 September were accepted.

3.2 Business arising from the Minutes.

Jim Saunders reported that Terry Ericson had been co-opted to the GC Selection Committee when the committee convenes to select the players to represent Australia in the WCF GC Teams world championship.

4. Recording of Motions sent and agreed to by Email

4.1 No motions circulated

5. (a) Review Action Items – Wednesday 2 September, 2015

	Item	Responsibility	Action
3.1	Corrections to the minutes from 19 August	Secretary/AO	
10.1	Draft letter re OH&S issues re- hosting National events on behalf of ACA. Draft to be approved by the Governance sub-committee.	Secretary/AO	
11.6	Advice re postponement of National AC 'B' event be placed on the ACA Website and the Tournament Regulations updated.	Secretary/AO	
11.7	Events Committee to be advised of appointed TM and TR for the National GC Handicap – Doubles and Singles	Secretary/AO	Completed
11.7.1	TM for National GC Handicap – Doubles and Singles to be advised of their appointment	Jim Clement	Completed
11.7.2	NDRGC to be informed re TR appointment for National GC Handicap – Doubles and Singles.	Secretary/AO	
17.1	The ASC "Governance in Sport Discussion Paper" to be distributed to Board Members	Treasurer	Completed
18.3	National Director Gateball to be advised of the additional sum of monies for promotion including the purchase of indoor equipment.	Secretary/AO	Completed

	Item	Responsibility	Action
18.5	Chair of GC Selection Committee be advised of the need to make a co-option prior to the selection of the GC Teams	Jim Saunders	Completed

5 (b) Outstanding Action Items – Wednesday 19 August

	Item	Responsibility	Action
12.1.1	Can entries on <i>The Duffers Tice</i> have an edit feature?	Secretary/AO	Outstanding
12.1.2	Soccer club to be thanked at the mayoral function; a letter of thanks to be sent from ACA to the President of the club at the conclusion of the event.	Secretary/AO	28 September
13.1.1	New documentation to be prepared ie referee accreditation/reaccreditation.	Secretary/AO	Outstanding
16	Follow up suggestions and comments with Croquet Tasmania for ACA Website	Secretary/AO and Webmaster	Outstanding

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6. Board – Roles and Responsibilities

6.1 Composition of Board

Clause 21.1(b) clearly articulates the make-up of the Board at the first AGM after the adoption of new constitution. Four Directors are required to stand down – one from the Old Executive and Three First Directors; the former President, Neil White resigned after the Board was constituted and accounts for one of the four positions. The following consensus was reached –

Robyn Wallace – to continue
 Bob Godfrey – to step down and seek re-election
 Don Close – to continue
 Jim Clement – to step down and seek re-election
 Megan Fardon – to continue
 Jim Saunders – to continue
 David Taylor – to stand down and will not seek re-election
 Tricia Vierra – to continue

A further discussion ensued as to the voting process and a policy is required under clause 21.3(d), (e) and (f).

It was agreed that a draft policy be written outlining the way in which a secret ballot will be conducted and the terms under which votes are to be counted ie first past the post or preferential with reference to the Australian Electoral Commission.

7. Board Priorities

Nothing to Report

8. Board Representation at ACA Events

	Event	Dates	Representative
8.4	President's AC Eights	Friday 9 to Monday 12 October (Cairnlea, VIC)	Jim Saunders
8.5	National AC 'B' Level Event	Postponed	N/A
8.6	National GC Handicap	Monday 2 to Friday 6 November (Deniliquin, NSW)	Jim Clement

	Event	Dates	Representative
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 (Maitland CC)	Robyn Wallace
8.9	GC Trans-Tasman	Monday 30 November to Saturday 5 December (Nelson, NZ)	Bob Godfrey

9. Strategic Plan

9.1 Market Research

The SPWG's Marketing and Promotions Working Group submitted a report on their findings after completing Action Plan 2.1 'Market Research' which contained two recommendations. The Board agreed to the first one and that Croquet Australia appoint a Marketing and Promotion sub-committee to develop a brief for a marketing consultant.

The sub-committee will be chaired by Megan Fardon and initially consist of three members. It was suggested that expressions of interest be sought for the third vacancy via the ACA website (and magazine if timelines permit). Draft wording for the website announcement.

The second recommendation was discussed but no decision was made either way regarding allocation of funds to enable the development of Marketing Plan. A sum of \$5,000 was suggested.

9.2 Demographics

The report extrapolated data collected in 2014 by Croquet West to give a national snapshot of who plays croquet in Australia was noted.

Secretarial Note: Agenda Items 11.5.1 and 11.7 were dealt with next.

11.5 National GC Handicap

11.5.1 Appointment Handicapper

The Board agreed to the appointment of Peter Freer as Handicapper for the GC Doubles and Singles Handicap Championship being held at Deniliquin from Monday 2 to Friday 6 November, 2015.

11.7 AC Open Doubles and Singles

11.7.1 Appointment TM

11.7.2 Appointment TR

It was agreed that Brian Reither be approached to be the Tournament Manager and Mike Cohn be approached to be Tournament Referee for the AC Open Doubles and Singles.

The next part of the discussion morphed slightly toward Agenda item 18.8 and the training of Tournament Managers. It was reported that Jacky McDonald had written a Manual for Tournament Managers.

Secretarial Note – Meeting broke for afternoon tea 1520 and reconvened at 1535 hours.

Secretarial Note – the second invited guest to speak was Dean Jackson.

18. New Business

18.1 Employsure

Jim Clement explained that Croquet Victoria had recently entered into a contract with Employsure and introduced Dean Jackson their representative in Tasmania.

Dean gave an overview of Employsure's role – it ensures an organisation is compliant with Fair Work legislation, workers are employed under an appropriate award, employment

contracts are worded correctly as well as providing legal representation when disputes arise, indemnified advice etc.

There are a range of packages available and the most appropriate to Croquet Australia would be that for five employees or less – the Small Business Package. The weekly fee is \$47.00 for a five year contract. (The weekly amount increases if the contract is less than five years.) The cost per annum is \$2,444 and over five years equals \$12,220.

Employsure supports the Employer and their advice is not for employees. Some questions were raised including if they investigate work flow ie desk audits. Dean replied yes and also pointed out that a 24/7 advice line was also available at no additional cost.

After Dean had finished his presentation there was much discussion as to the pros and cons of being part of such an organisation. David Taylor asked if State Associations who have employees could also be included in Small Business Package. Jim Clement left the room to phone Dean and put this question to him. Jim came back with a yes.

The Board then considered the idea of amortising the annual fee across other States but a ratio was not discussed.

A recommendation was made that Croquet Australia engages Employsure for a period of five years. At this point no vote was taken. Jim Clement is to talk with Croquet South Australia and Croquet NSW to see if they want to be involved and if so talk further with Employsure to see what the contractual obligations will be if the National body umbrellas two State Associations.

10. Policies

10.1 Policies

The Board at its meeting on Wednesday 2 September agreed to which policies need to be written as a matter of priority. The table summarises the most immediate and completion within three months.

11. Tournaments

11.1 GC Gold Medal, Men's and Women's Singles and ISS

It was agreed that the tournaments were very well managed and in particular the ISS had a very positive 'esprit de corps'.

11.2 President's AC Eights

The Administrative Officer said that all entry fees had been received and the four blocks had been uploaded to the website and only two wild cards were offered.

11.3 Inaugural GC Schools Championship

Nothing to report

11.4 Golf Croquet Trans-Tasman

The Administrative Officer reported that the polo shirts had been ordered and information had been compiled for the team to choose their preferred design of tracksuit.

11.5 National GC Handicap

Jim Sanders noted that entries were now open on *The Duffers Tice* but very few players had registered and asked that an announcement appear on the ACA website as well as sending emails direct to those who competed in last year's event.

Secretarial Note – Item 11.5.1 was dealt with prior to breaking for afternoon tea [and is listed after 9.2]

11.5.1 Appointment Handicapper

11.6 Australian Gateball Championship

Tricia Vierra reported that she attended the first day of the Championship and gave a briefing to the competitors about the role of ACA, its strategic plan and the increasing momentum that Gateball is gaining with ACA including the provision of extra funds for the purchase of indoor equipment to promote Gateball.

Secretarial Note – Item 11.7 followed Item 11.5.1 [and is listed after 11.5.1]

11.7 AC Open Doubles and Singles

12. (a) Committees

12.1 GC Refereeing Committee Minutes

12.1.1 Item 4(ii) Reaccreditation

Document has been drafted and distributed to the NDRGC, National Gateball Director and NSW's State Co-ordinator of Refereeing AC for comment. The Chair noted that the content is fully supported by both the NDRGC and the former NDRAC.

Secretarial Note – Item 12.2 opened the Board meeting [and is listed after Agenda Item 2]

12.2 Croquet Australia Coaching Committee

12.3 WCFU21C Working Group

Tricia Vierra, Board Liaison and Convenor updated the Board letting them know that a face-to-face meeting was held on Tuesday 22 September. Minutes will be on the Board next agenda.

12.4 State Directors and Representatives Under 21 Croquet

Tricia Vierra, Board Liaison updated the Board letting them know that a face-to-face meeting was held on Tuesday 22 September with State Representatives and chaired by the National Director Under 21 Croquet. Minutes will be on the Board next agenda.

12.5 Tournament Committee

12.5.1 Players Responsibilities TReg 12.7

The Tournament and Events Committee having been asked to clarify the wording of TReg 12.7 came back with a recommendation. The Board, after much discussion suggested –

'Players will wear footwear which will not mark the court and provides adequate protection for themselves both on and off the court; and neat attire which is clean and does not have words or graphics that might otherwise cause offence to others. A player presenting at the venue in unsuitable clothing will be given the opportunity to dress appropriately or will not be permitted to participate in the event.'

12. (b) Appointed Officers

No issues

13. WCF

14. Finance

14.1 Financial Report – September, 2015

Deferred

15. ACA Website

16. Appointed Officers

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17. Australian Sports Commission

17.1 ACS's document "Governance Reform in Sport Discussion Paper" – comments

Deferred

Secretarial Note: Item 18.1 was dealt with at the conclusion of afternoon tea [and is listed after Agenda Item 11.7]

18. New Business

18.1 Employsure – presentation Dean Jackson

18.2 Communication Document – deferred to meeting in October

18.3 Uniforms – Representative Team

Deferred

18.4 Uniforms – GC Trans Tasman

- Deferred
- 18.5 Payment of Entry Fees WCF events for qualifiers
Deferred
- 18.6 Board meeting dates for the next six months
Deferred
- 18.7 When to hold the AGM and Strategic Planning Meeting
Deferred
- 18.8 Succession plan TM for ACA events at Cairnlea
Deferred
- 18.9 ACA's communication with grass roots
Deferred

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19. Meeting Closed

Meeting finished 1709 hours

Action Items arising from Meeting 28 September, 2015

	Item	Responsibility
6.1	Draft policy outlining the process for conducting a secret ballot and the terms under which the votes are counted.	Jim Clement
9.1	A player who has expressed interest in being involved with marketing and promotion to be approached to become a members of the Marketing and Promotion sub-committee	Tricia Vierra
9.1	Wording for the website announcement to be drafted.	Megan Fardon
11.5.1	Peter Freer to be advised of his appointment of Tournament Handicapper for the GC Handicap Doubles and Singles.	Secretary/AO
11.7	Chair of Events Committee to be asked to follow up approaches for TM and TR.	Secretary/AO
11.7.2	Follow up NDU21C for a copy of the TM Manual	Secretary/AO
11.5	Announcement to be added to the ACA Website re GC Handicap Doubles and Singles. Emails to be distributed to past players.	Secretary/AO Chair Events
12.3	Policy templates to be forwarded to Tricia Vierra	Jim Clement
12.5.1	Suggested re-wording of TReg 12.7 to be sent to the Events and Tournament Committees.	Bob Godfrey