



## Tournament Committees Terms of Reference

1. **Authority for Committees.** The Croquet Australia Tournament Committees are established under s28 of the Croquet Australia Constitution, and will be appointed for each code recognised by Croquet Australia as required.
2. **Members.**
  - 2.1 **Appointment.** Each committee shall consist of three members, appointed for a three year term at a Board meeting following the Annual General Meeting, with one member retiring each year to maintain continuity
  - 2.2 **Eligibility for Reappointment.** Each member will be eligible to be reappointed for a second three year term, after which they are not eligible for reappointment until a period of two years has passed.
  - 2.3 **Initial Appointments and Eligibility for Reappointment.** When making the initial appointments, the Board will specify which member will serve for one year, which will serve for two years and which will serve the full three year term. The member who served the one year term will be eligible to stand for a further two three-year terms, but the member who served the initial two year term will only be eligible to serve another three-year term.
3. **Role.** The committees will:
  - 3.1. Liaise as necessary with the Events Committee;
  - 3.2. Conduct the draw for ACA events in a timely manner;
  - 3.3. Provide informed advice to the ACA Board on all matters concerning ACA tournaments.
  - 3.4. 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.
  - 3.5. Make recommendations to the Board regarding necessary and/or desirable amendments to the Croquet Australia Tournament Regulations.
4. **Management**
  - 4.1. The committee will appoint its own Chair and minutes secretary.
  - 4.2. Meetings may be held by technology, as long as all attendees can communicate simultaneously.
  - 4.3. The quorum for meetings of the committees shall be as decided by the committee, but no less than a majority of the members.
  - 4.4. A resolution may not be passed in the event of an equality of votes - the committee chair does not have a casting vote.
  - 4.5. Within seven (7) days of any meeting, a copy of the minutes and any supporting papers shall be sent to the Board Secretary.

**Authorisation**

Approved by the Board, 9<sup>th</sup> September 2020

A handwritten signature in black ink, appearing to read 'Jim Clement', is written over a light grey rectangular background.

Jim Clement  
Secretary to the Board

**5.**