



National Coordinator of Under 21 Croquet Terms of Reference

1. **Authority for Appointment.** The Croquet Australia National Coordinator of Under 21 Croquet (NCU21C) is authorised by the Board to carry out the undermentioned responsibilities and functions on behalf of the Board.
2. **Appointment.** The NCU21C is appointed by the Board for a period of two years at the Board meeting following the AGM. There is no limit on the number of consecutive terms. In the case of a casual vacancy, a person may be appointed to fill the remainder of the term of that appointment.
3. **Responsibilities.** The NCU21C shall
 - 3.1. develop a croquet program aimed at players under 21 years of age.
 - 3.2. co-ordinate the delivery of the program across Australia
 - 3.3. work with the State Associations' Directors/Co-ordinators of Under 21 Croquet to ensure consistency in the delivery of the program
 - 3.4. oversee the administration of the ACA U21 Championships and the ACA Schools Croquet Championship, if held.
 - 3.5. chair a committee consisting of the State Association's Directors/Co-ordinators of Under 21 Croquet, this committee to meet at least quarterly, preferably with one meeting each year being face to face and minutes of meetings to be provided to the ACA Secretary within 10 days
 - 3.6. Provide a working plan and budget for consideration by the Board at its December meeting for implementation the following year.
 - 3.7. Take a lead role in the development of an Under 21 Squad in the lead up to the World Under 21 Championships.
 - 3.8. work in consultation/liaison as appropriate with other ACA Appointed Officers.
4. **Experience & Skills**
 - 4.1. Experience in working with children and youth
 - 4.2. Hold a Working with Children Check or equivalent from their state of residence.
5. **Management**
 - 4.1. The NCRC is responsible to the Board and accountable for all decisions made and actions taken in the performance of their duties.
 - 4.2. The NCRC shall provide reports to the Board as requested and shall, in any case, provide a report for inclusion in the Croquet Australia Annual Report.

Authorisation

Approved by the Board, 10th February 2021

Jim Clement
Secretary to the Board