



BOARD MEETING MINUTES

Wednesday, 9th December 2020 via Zoom

1. Attendance:

- 1.1 **Directors:** Megan Fardon (Chair), Jim Nicholls (Deputy Chair), Don Close (Treasurer), Jacky McDonald (*joined at 17:05 AEDT*), Mary Marsland, Geoff Crook and Max Kewish
- 1.2 **Officers:** Jim Clement (Secretary), Rob Murray (Executive Officer)
- 1.3 **Others:** Greg Bury (Academy General Manager)

2. **Opening:** The Chair opened the meeting at 16.58 AEDT, and invited Greg Bury, Croquet Academy GM, to present his report.
(*Secretarial Note: Greg left the meeting at 17:18 AEDT*)

3. Declaration of Director's Interests:

- Don Close – President, Croquet Qld
- Max Kewish – President, Croquetwest

4. **Adoption of Minutes of Previous Meeting:** Resolved to accept the minutes of the 11th November 2020 meeting as a true and accurate record.

5. **Ratification of Email Voting:** Resolved to ratify the email vote to appoint John van der Touw as the Australian member of the WCF GC Rules Committee for the period 1 Jan 21 to 31 Dec 24.

6. Finance

- 6.1 **Finance Report:** Resolved to accept the Financial Report, at Annex A.

7. Correspondence

7.1 Inwards:

- 7.1.1 12 Nov 20 from Joyce Carbone re Scholarship
- 7.1.2 25 Nov 20 from Croquet Vic re grant to livestream national events
- 7.1.3 27 Nov 20 from North Esk CC re New Club Grant
- 7.1.4 1 Dec 20 from CAQ re Herman Bekker
- 7.1.5 2 Dec 20 from Croquetwest re withdrawal from Eire Cup

7.2 Outwards:

- 7.2.1 12 Nov 20 to Liz Fleming re appointment to WCF ACLC
- 7.2.2 12 Nov 20 to Yuni Rowell re AC Scholarship
- 7.2.3 12 Nov 20 to Joyce Carbone re GC Scholarship
- 7.2.4 12 Nov 20 to Ethan Gumbrell re GC Junior Scholarship
- 7.2.5 12 Nov 20 to Casterton CC re scholarships
- 7.2.6 12 Nov 20 to North Esk CC re New Club Grant
- 7.2.7 25 Nov 20 to John van der Touw re appointment to WCF GCRC
- 7.2.8 25 Nov 20 to Bernie Pfitzner re WCF GCRC

Resolved to accept the correspondence.

7.2.1 Business Arising from the Correspondence: Secretary to notify Croquetwest and Croquet Tasmania of requirements to Eire Cup.

Action: Sec

8. For Decision:

8.1 Governance:

8.1.1 Anti-Doping Policy: Resolved to accept the Sport Integrity Australia (SIA) Australian National Anti-Doping Policy. Secretary to notify member states and post to website. **Action: Sec**

Secretary and Executive Officer to ensure that event entry forms are amended to comply with SIA requirements. **Action: Sec & EO**

(Secretarial Note: Max Kewish dropped out of the meeting 1755 AEDT.)

8.2 Management:

8.2.1 North Esk CC New Club Grant Application: Resolved to advise North Esk CC that their application does not meet the intend of the New Club Grant. **Action: Sec**

8.2.2 Insurance 2021: Resolved to accept RIB Insurance renewal proposal. Secretary to advise RIB. **Action: Sec**

8.3 WCF:

8.3.1 Accounts & Budget: Resolved to accept the 2019 WCF Accounts, 2020 Treasurer's Report and the 2021 Budget. **Action: Sec**

8.4.2 Election of Independent Examiner: Resolved to support the nomination of Brian Havill as the WCF Independent Examiner. **Action: Sec**

9. For Discussion

9.1 Governance:

9.1.1 Review of Complaints Process: This was considered during the Parbery review of policies. The urgent matter is appointment of a Complaints Officer.

9.1.2 Appointment of Tribunal Panel: Secretary to write to states requesting appointment of panel members as required by the Member Protection Policy. **Action: Sec**

9.1.3 Adverse Conditions Policy: Secretary to gather further information for future discussion. **Action: Sec**

9.1.4 AGM, etc: Discussion forum for Directors, Appointed Officers and Committee Members on day following AGM and Board

9.2 WCF:

9.2.1 Multi Sports Events: Agreed to support the WCF proposals **Action: Sec**

10. For Information:

10.1 Outstanding Action Items:

10.2 Reports:

10.2.1 Secretary's Report: Attached at Annex B

10.2.2 Executive Officer's Report: Attached at Annex C

10.2.3 Academy General Manager's Report: Attached at Annex D

10.2.4 National Gateball Coordinator's Report: Attached at Annex E

10.3 Croquet Vic Livestreaming of national events:

10.4 WCF Hall of Fame Inductees 2020: Attached at Annex F.

10.4.1 The Secretary advised that he had sent congratulatory emails to Jenny Clarke and Bob Alman and the Board directed that congratulations be sent to the other inductees on its behalf.” **Action: Sec**

(Secretarial Note: Chris Hudson (ENG) was inducted posthumously.)

11. Next Meetings:

13th January 2021 at 17:00 AEDT via Zoom

10th February 2021 at 17:00 AEDT via Zoom

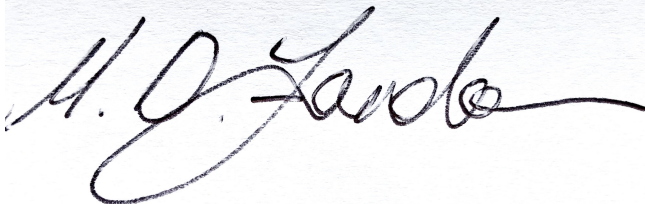
**22nd March 2021 – AGM, Strategic Forum, Board Meeting
at Coogee CC, Sydney**

12. Close: The meeting closed at 18:41 AEDT

Attachments:

Annex A	Financial Report
Appendix 1	P&L Report
Appendix 2	Balance Sheet
Annex B	Secretary’s Report
Annex C	Executive Officer’s Report
Annex D	Academy General Manager’s Report
Annex E	National Gateball Director’s Report
Annex F	WCF Hall of Fame 2020 Inductees

Accepted as a true and accurate record



Megan Fardon
Chair, Australian Croquet Association Inc
13 January 2021



Annex A to
Board Meeting Minutes
9th December 2020

Treasurer's Report

The position at the EOY is still expected to be about \$20 - \$25t over income.

There will be some increased expenditure prior to the end of year to enable the successful launch of the Coaching programmes to all the States. Work is commenced in preparation for Audit to occur in January. I still have no invoice for the development of the new website.

All reports are attached

Don Close

Treasurer

Attachments: Appendix 1 – Profit & Loss Statement
Appendix 2 – Balance Sheet

Profit & Loss Statement

1/01/2020 To 27/11/2020

Income		
International Fund		\$89,809.08
Affiliation- Member/Player		\$175,181.82
International Fund - Rebate		-\$44,863.63
Affiliation - Member/Player Rebate		-\$87,590.91
Sale of Goods		
GC Rule Books		\$245.46
Wedge Gauges		\$370.92
Ricochet Rules Books		\$342.41
Old Croquet Balls	\$2,909.09	
Event Entry Fees - Full		\$22,712.36
Postage		\$16.45
Interest		\$3,639.36
Increase in value of investmen		-\$16,224.99
JOBKEEPER SUBSIDY (NO GST)		\$42,900.00
Cash flow boost subsidy		\$20,000.00
Other		\$4,368.05
Total Income		\$213,815.47
Cost Of Sales		
Sales of Rules Books		\$343.81
Total Cost Of Sales		\$343.81
Gross Profit		\$213,471.66
Expenses		
Equipment Purchases		\$3,032.50
Coaching Badges		\$5,205.02
Badges		\$136.00
Audit Fees		\$1,600.00
Bank charges		\$107.49
Prizes		\$2,054.10
Tournament Manager		\$637.67
Tournament Referee		\$1,519.64
Referees/Venue Manager		\$1,342.00
Contingency - Events		\$1,035.67
Disbursement Presidents 8s		\$4,959.40
Accommodation - Overseas		\$6,500.00
Car Hire - Overseas		\$526.65
Airfares - Overseas		\$2,442.44
Uniforms		\$2,957.82
Honoraria		\$5,186.36
Travel - Domestic		\$17,261.79
Hires - Events		\$9,450.18
New Club Grants		\$3,000.00
Scholarships		\$500.00
Accommodation - domestic		\$8,764.54
Event dinner expense		\$6,119.00
Other		\$3,985.24
Officials contributions		\$3,641.30
Welcome Functions		\$200.00
Coaching		\$5,908.20
Cleaning - Events		\$749.99
Computer Expenses		\$3,907.21

This report includes Year-End Adjustments.

Profit & Loss Statement

1/01/2020 To 27/11/2020

Web design expenses	\$210.00
Consultancy Fees	\$4,796.38
Equipment Insurance	\$976.69
Legal Fees	\$1,731.00
Affiliation Fees - WCF, WGU	\$2,141.94
Postage, Freight and Courier	\$341.28
Printing & Stationery	\$1,591.63
Rent	-\$277.42
Corporate Publicity	\$8,250.00
Corporate Marketing	\$1,791.30
S&W Superannuation	\$5,386.65
S&W Workers' Compensation	\$1,678.84
S&W Salaries & Wages	\$78,045.95
Telephone and Internet Charges	\$779.48
Total Expenses	\$210,173.93
Operating Profit	\$3,297.73
Net Profit/(Loss)	\$3,297.73

This report includes Year-End Adjustments.

Balance Sheet

As of 27/11/2020

Assets		
Current Assets		
Operating Account	\$91,583.18	
Treasurer's Account	-\$7,975.70	
Overseas payments account	\$416.09	
QANTAS Card	\$1,000.00	
TD 471050245779 11 Nov 2020	\$60,000.00	
BT Investment C11731060	\$127,465.97	
MLC Investment 35368672	\$127,118.17	
TD471050245154 16 Decl 2020	\$40,000.00	
TD 471050245162 23 May 2021	\$20,000.00	
TD 50246667 21 Feb 2021	\$50,000.00	
TD50247627 15 August 2021	\$100,000.00	
Trade Debtors	\$1,202.60	
Stock on Hand	\$1,303.15	
Fixed Asset		
Croquet Equipment	\$27,832.91	
Less Accum Depn Croq Eq	-\$18,769.09	
Office Equipment	\$8,735.46	
Less Acc Depn Off Equip	-\$8,735.31	
Gateball Equipment	\$4,284.99	
Less Acc Depn Gateball Eq	-\$3,796.00	
Total Assets		\$621,666.42
Liabilities		
Trade Creditors	\$1,237.50	
GST Collected	\$319.86	
GST Paid	-\$1,272.49	
PAYG and Superannuation payabl	\$4,806.59	
Total Liabilities		\$5,091.46
Net Assets		\$616,574.96
Equity		
Retained Earnings	\$509,568.23	
International Fund	\$103,709.00	
Current Year Earnings	\$3,297.73	
Total Equity		\$616,574.96

This report includes Year-End Adjustments.



Annex B to
ACA Board Meeting Minutes
9th December 2020

Secretary's Report

Action Items from November Meeting

- I have advised Liz Fleming and John van der Touw of their appointments as Australian member of the WCF ACLC and WCF GCRC respectively. Also advised Bernie Pfitzner of John's appointment.
- I have advised Yuni Rowell, Joyce Carbone and Ethan Gumbrell of the award of scholarships. To date, only Joyce Carbone has acknowledged. I also advised Casterton CC of its unsuccessful application.
- I queried North Esk CC regarding its application for a New Club Grant. The club's reply is included in correspondence and agenda for this (9 December) meeting.
- I notified the Event & Tournament Committees of the Board's decision regarding resumption of competitive play.
- I have contacted state associations, requesting that they review their state policy for adverse playing conditions in regard to national and international events and enclosing the comparison of state policy inclusions.

WCF Hall of Fame

On behalf of Croquet Australia, I have sent an email to Jenny Clarke, congratulating her on her induction into the WCF Hall of Fame. I have also sent one to Bob Alman.

Anti-Doping Policy

I have met this month with Sports Integrity Australia to ensure that the Croquet Australia Anti-Doping Policy conforms with the revised WADA requirements which are effective from 1st January 2021. Croquet Australia is no longer required to have its own policy, as long as it accepts the Australian National Anti-Doping Policy. This is one less compliance item for which we will be responsible.

A handwritten signature in black ink, appearing to read 'Jim Clement'.

Jim Clement
Secretary to the Board



Executive Officer's Report

Website:

- The new website is now live and can be accessed via the same domain <https://croquet-australia.com.au/>.
- At the time of writing the handover of the domain from Marketing Sweet to Member Point was taking place. The handover takes two days to complete so the website should be fully operational on Monday the 7th December.
- Some documentation will need to be updated. The new site will need the latest News items and policy documents added to the site. This will be completed by the time of the Board meeting on the 9th of December.
- Currently ACA has not received the final invoice from Member Point. I have been advised that we will receive the invoice once the site is fully operational.

Events

- **2021 Eire Cup**
 - As advised at the November Board meeting, all 6 States have been contacted regarding their willingness to attend the 2021 Eire Cup. I have received responses from all States with NSW, Vic, QLD and SA willing to send a team but Tasmania and Western Australia unlikely to attend.
 - Western Australia have advised that they won't be sending to a team to the Eire Cup due to the uncertainty around travel and the Covid-19 virus. See email from Croquet West. Following on from the points raised in the email from Croquet West regarding the possible implications of cancelled travel and accommodation. I have contacted our Insurance supplier and requested clarification on cover for cancelling travel. The response from the insurer was "Just on your question regarding cancellations due to COVID, as COVID is now a known event worldwide, any losses associated with (including quarantine costs) COVID would be **excluded** under Cancellation/Loss of Deposits.

This is not a COVID specific exclusion, but a standard exclusion on the corporate travel wording. Any known event (or not unforeseen) would not be covered under Loss of Deposit/Cancellation, whether it is COVID related or not."
 - Tasmania have advised that they will more than likely be unable to meet the female requirements for team entry.
- **2021 Golf Croquet Presidents Eights**
 - ACA has received 20 expression of interest for the 2021 Golf Croquet President's Eights. The cut off for EOI's is the end of December.

Librarian Role

Following on from the decision to appoint the Executive Officer as the Librarian for ACA, I have started the process of auditing all the documentation held at the ACA office. This process is being done with assistance from the ACA Archivist, Martin Clarke.

Strategic Plan update

Participation and Growth

Priority	Target	Progress
3. Maintain recognition as NSO and gain funding status to enable access to Australian Sports Commission and other grants	<ul style="list-style-type: none"> • \$100,000 grant to support rollout for Croquet Academy • \$50,000 grant for marketing 	NSO Accreditation renewed by Sport Australia on the 30 th June 2020.
5. Sponsor tournaments and raise profile in Australia	<ul style="list-style-type: none"> • Up to \$20,000pa from sponsors • Develop a national rebranding and marketing strategy by 2021 • Publicity package for sponsors by Jun 2021 	<p>Sponsorship proposals are in the process of being drafted.</p> <p>A positive response to the offer of free advertising in the first edition of the ACA newsletter. The following companies have committed to advertising in future editions in the newsletter:</p> <ul style="list-style-type: none"> ○ Terminator Mallets and Quadway Hoops ○ Parbery Consulting ○ Wood Mallets (NZ) ○ Yard Games

Capacity / Capability

Priority	Target	Progress
1. Develop pathways for players of all standards	Adopt new coaching manual by October 2020	Coaching Director has completed the new Coaching manuals and they are in the process of being rolled out to the members as per the October 2020 deadline.

Brand / Image

Priority	Target	Progress
1. Enhance and improve image of Croquet through multi media including website, social media and national publications	<ul style="list-style-type: none">50% increase in hits on social media and websites.Website to include new croquet magazine.Implement Sports Aus Game Plan tool by Dec 2024.	<ul style="list-style-type: none">Social media pages have been created for the ACA Academy. Pages to go live on Thursday 10th December to coincide with the launch of the new ACA newsletter.Newsletter to go live on the 10th of December. Will be available to all members via the ACA website and social media pages.Game Plan tool is in the process of being rolled out to the ACA members.

Governance Management

Priority	Target	Progress
1 Ensure Policies are current and relevant	Policies acknowledged as current and relevant by members	All current ACA policies have been loaded onto the new website.

ACA Newsletter and Academy Facebook Page

- A Facebook Page has been created for the ACA Academy. The object of this page will be to announce developments associated with the Academy. The page will go live on Thursday the 10th of December. This is to coincide with the first edition of the new ACA Newsletter.

ACA Operating Hours – Christmas

- The ACA office will be closed from 4pm Thursday 24th December 2020 and reopen on Tuesday the 5th January 2021.
- ACA Staff Leave
 - Anne Mann – Last day will be Wednesday 23/12/20 – returning on Friday 8/1/21.
 - Rob Murray – Last day will be Thursday 24/12/20 – returning on Tuesday 5/1/21.

ROB MURRAY

EXECUTIVE OFFICER
AUSTRALIAN CROQUET ASSOCIATION
0457 678 380



Annex D to
Board Meeting Minutes
9th December 2020

The Australian Croquet Academy Report

Academy Development Plan

Initiatives and Action Plan has been updated.
New user-friendly tables and improved graphics.
National Programs identified.
Can now be found on the ACA Website.

Academy update with States

Attended a Meetings with all State Associations.
Provided an update on the Academy Mission, priorities, with Q&A

Online Magazine

The first edition is nearly completed.
30 pages with 2 pages allocated to each State.
Currently reviewed by the board and the Publicity Committee.

Game Plan

Tom from SportAus has provided some magnificent support.
Plans in place for trial Clubs to test the new platform.
Tom to host a Zoom call with all Trial clubs.

Queensland UNI

Have been signed off to complete 2 major projects.

- 1 Develop a grants and sponsorship user friendly tool.
- 2 Analysis data and information from the Game Plan Tool

A workgroup has been developed to Lead support and monitor the results.

Video's

Plans in place to shoot skills and ball movement training videos.
Gateball skills to also be included.
Not to be rushed need to get them right.

National Tour

Manuals editing now completed for:
General Principles
Golf Level 1 2 3
Association Level 1 2 3 4
Ricochet Level 1 2
Gateball Level 1 2 3

The focus is to:

- 1 Train all existing Foundation 1 coaches with the new Level 1 Level 2 program
- 2 Have trained Presenters/Assessors in every State.
- 3 Have an Academy Information Session in every State.
- 4 Have a improve your Game session in every state.

Advertising will be provided for each State.

Academy Website

Lots of prep to be completed.

A section to be allocated on the Australian Website.

Greg Bury

Academy General Manager



Annex E to
ACA Board Meeting
12th December 2020

National Gateball Coordinator's Report

NZ CROQUET ENQUIRY FROM PRESIDENT - NCGB has responded

CLARIFICATION BY THE GA REFEREE COMMITTEE IS BEING DEVELOPED RE "POINTING WITH A STICK" AFTER A QLD COMPLAINT RE A REFEREE DECISION AT A QLD COMP. It has long been a practice of referees to stop a captain pointing with a stick to indicate where they wish a player to place a ball. Moreton Bay Club in Qld lodged an official complaint re this. My disappointment with this was that the matter was not referred to the GA referee committee before a complaint was lodged. While WGU rules do not explicitly state that this action is forbidden, there are references in the rules to play interference, definitions of sticks and their use and a prohibition on non-strikers entering a court that provide justification for the long standing practice of referees not allowing sticks to be used as a pointer. The GA Referee Committee will issue clarification as soon as it is able to convene and respond appropriately. The details have been referred to the WGU with a request that "pointing with a stick" is included in the next version of the WGU's Question and Answer Booklet

COMPETITIONS. South Australia were unlucky that their Presidents Cup had to be cancelled at the last minute because of the Covid situation. In Qld 11 teams attended a successful event at Caloundra Croquet Club. No events have taken place in NSW or Victoria

BACKUP DATE FOR THE BIENNIAL AUSTRALIAN GATEBALL CHAMPIONSHIPS 2021
The teams Championships for 2021 and the interstate doubles Championships are to be held on the Gold Coast from the 17th to 19th September 2021. A backup date in April 2022 has been negotiated with the Gold Coast Performance Centre and Peter Freer should it be required in case of a Covid setback

GRANT SUBMISSION TO THE AUSTRALIA KOREA FOUNDATION. A grant has been applied for to enable a Korean team and accredited Korean Coaches to visit Qld around the time of the 2021 Australian Gateball Championships

ASIA PACIFIC GATEBALL UNION ONLINE MEETING A meeting of the APGU will be held online on 30th November.

YOU TUBE CLIPS ON REFEREEING AND OTHER GATEBALL MATTERS Anthony Dask, a Victorian gateballer, has produced a large number of videos on the Rules of Gateball. These have been linked from www.gateball.com.au [1]. They will be useful for those wishing to become referees in situations where referee trainers are not easily accessible

John Park
National Coordinator Gateball



Annex F to
ACA Board Meeting Minutes
9th December 2020

WCF Hall of Fame 2020 Inductees

The following email was received from the WCF Secretary-General:

Dear Members,

I am very pleased to announce that the WCF Hall of Fame Committee has elected the following five individuals to membership of the WCF Hall of Fame:

Bob Alman (USA)
Jose Alvarez-Sala (ESP)
Jenny Clarke (NZL)
Salah Hassan (EGY)
Chris Hudson (ENG)

Their citations are attached.

Regards,

Stephen

Stephen Mulliner
Secretary-General
World Croquet Federation