



## BOARD MEETING MINUTES

Wednesday, 17<sup>th</sup> March 2021 via Zoom

### 1. Attendance:

- 1.1. **Directors:** Megan Fardon (Chair), Jim Nicholls (Deputy Chair), Don Close (Treasurer), Jacky McDonald, Mary Marsden, Geoff Crook, Max Kewish.
- 1.2. **Officers:** Jim Clement (Secretary), Rob Murray (Executive Officer)
- 1.3. **Others:** Greg Bury (Academy General Manager) *suffered connection issues*
- 1.4. **Observers:** Barbara Northcott, Alison Sharpe, Kerri-Ann Organ, Bernie Pfitzner

### 2. Opening:

The Chair opened the meeting at 17:03 AEDT, welcoming the observers, all of whom are candidates for election to the Board at the forthcoming AGM, 22<sup>nd</sup> March 2021.

### 3. Declaration of Directors' Interests:

Max Kewish – President, Croquetwest

### 4. Adoption of Minutes of Previous Meeting: Resolved to adopt the minutes of the meeting held 10<sup>th</sup> February 2021.

#### 4.1. Business Arising from the Minutes:

*From Geoff Crook: Under 7.2.3, my approval of RPL was conditional upon Greg developing a written checklist or some other document that evidences the applicant's competence in each of the areas that would normally be assessed.*

Resolved that Greg Bury develop an appropriate written checklist for RPL.

**Action: Greg Bury**

### 5. Finance

5.1. **Finance Report:** The Treasurer presented an oral report. The P&L and Balance Sheet are attached as Appendices 1 and 2 respectively to Annex A.

### 6. Correspondence:

#### 6.1. Inwards:

6.1.1. 210217 from Australian Sports Foundation re membership:

6.1.2. 210222 from Australian Sports Foundation re membership:

*above two items considered under Item 8.2.1*

### 7. For Decision:

#### 7.1. Governance:

7.1.1. **By Laws and Standing Orders:** Resolved to accept the Standing orders. Secretary to post to website. By Laws to be revised and resubmitted to the next meeting.

**Action: Sec**

#### 7.1.2. Policies:

**New Club Grant Policy:** Resolved to accept the revised New Club Grant Policy. Secretary to post to website.

**Action: Sec**

#### 7.2. Management:

7.2.1. **Sport Integrity Australia Education Plan:** Resolved that the SIA Education Plan be signed on behalf of Croquet Australia by the Chair.

Course of action:

- a page dedicated to Sport Integrity be included on the website,
- entrants to Croquet Australia events be made aware of requirements,
- states to be advised of actions and requirements.

Secretarial Note: Greg Bury presented his report 17:35 to 18:02

7.2.2. **Introduction of AC Laws, 7<sup>th</sup> Edition:** The Board resolved that 500 copies of the combined 7<sup>th</sup> Edition AC Laws and ORACL be printed, at a cost of \$3,200 and a copy be supplied free to those referees reaccrediting under the 7<sup>th</sup> Edition and to future trainee referees.

7.3. **Events:**

7.3.1. **Australian Gateball Doubles Competition:** The Board endorsed that an Open Gateball Doubles competition be held in conjunction with the National Gateball Championship.

7.4. **WCF:**

7.4.1.1. **2022 MacRob Zoom Meeting:** The Board agreed that the ACA Organizing Committee representative at the meeting, 0700 AEDT Sunday 28<sup>th</sup> March 2021, should be Mike Cohn.

8. **For Discussion**

8.1. **Governance:**

8.1.1. **Business Plan:** Max Kewish spoke to the need for a longer term Business Plan; to be brought forward to the April Board meeting. **Action: Sec**

8.1.2. **Stock Pricing Policy:** The Board resolved to accept the proposed Pricing Policy

8.2. **Management:**

8.2.1. **Australian Sports Foundation:** The Board resolved that the Australian Sports Foundation donations app be included on the Croquet Australia website. **Action: EO**

8.2.2. **Croquet Academy:** Momentum proposal to be brought to the April Board meeting. **Action: Academy GM**

8.2.3. **Live Streaming Offer for Clubs:** Secretary to forward to clubs. **Action: Sec**

9. **For information**

9.1. **Outstanding Action Items:** The list, updated as at 10 Feb 21 was considered.

9.2. **Reports:**

9.2.1. **Secretary's Report:** Attached at Annex B

9.2.2. **Executive Officer's Report:** Attached at Annex C

This report raised the question of use of sponsorship funds for Croquet Australia events. A policy is to be drafted. **Action: Sec**

9.2.3. **Academy Report:** Attached at Annex D

9.3. **Committee Minutes:** U21 Committee Meeting 8 Feb 21. Secretary to contact WCF S-G re 2022 U21 in NZ, especially entries from UK, US and Egypt. **Action: Sec**

9.4. **Events:**

9.4.1. **Patron's Trophy 2021:** Wynnum CC to host in 2021

9.5. **WCF**

9.5.1. **WCF Website:** Advice of new website

9.5.2. **Topic 92 - Refereeing Regulations:** WCF S-G advised that the WCF Refereeing Regulations v1.5 were accepted 37 votes to zero.

10. **Next Meetings:**

**AGM** – 22<sup>nd</sup> March 2021, via Zoom at 5:00 pm AEDT

**Board** – 31<sup>st</sup> March 2021?

11. **Close:** The meeting closed at 18:50

**Attachments:**

|            |                                  |
|------------|----------------------------------|
| Annex A    | Finance Report (oral)            |
| Appendix 1 | P&L Account                      |
| Appendix 2 | Balance Sheet                    |
| Annex B    | Secretary's Report               |
| Annex C    | Executive Officer's Report       |
| Annex D    | Academy General Manager's Report |

**Appendix 1 to  
Annex A to  
Board Meeting Minutes  
17th March 2021**

**Australian Croquet Association Inc**  
2/65 Tennant St  
Fyshwick ACT 2609  
ABN: 90 330 745 920  
Email: finance.croquet@gmail.com

**Profit & Loss Statement**

January 2021 To February 2021

|                                |             |                     |
|--------------------------------|-------------|---------------------|
| Income                         |             |                     |
| Affiliation- Member/Player     | \$728.50    |                     |
| Wedge Gauges                   | \$87.28     |                     |
| Gain on disposal of assets     | \$1,118.18  |                     |
| Coaching Manuals               | \$4,000.00  |                     |
| Postage                        | \$258.45    |                     |
| Interest                       | \$329.42    |                     |
| JOBKEEPER SUBSIDY (NO GST)     | \$9,150.00  |                     |
| <b>Total Income</b>            |             | <b>\$15,671.83</b>  |
| <b>Total Cost Of Sales</b>     |             | <b>\$0.00</b>       |
| <b>Gross Profit</b>            |             | <b>\$15,671.83</b>  |
| Expenses                       |             |                     |
| Coaching Manuals               | \$26,514.33 |                     |
| Podcasts                       | \$3,403.64  |                     |
| Online Learning                | \$4,872.73  |                     |
| Bank charges                   | \$29.25     |                     |
| Board/Governance Expenses      | \$87.00     |                     |
| Travel - Domestic              | \$815.50    |                     |
| Accommodation - domestic       | \$378.62    |                     |
| Coaching                       | \$153.64    |                     |
| Computer Expenses              | \$908.67    |                     |
| Consultancy Fees               | \$306.76    |                     |
| Affiliation Fees - WCF, WGU    | \$1,646.58  |                     |
| Postage, Freight and Courier   | \$2,193.91  |                     |
| S&W Superannuation             | \$1,218.37  |                     |
| S&W Salaries & Wages           | \$14,556.25 |                     |
| Telephone and Internet Charges | \$136.80    |                     |
| <b>Total Expenses</b>          |             | <b>\$57,222.05</b>  |
| <b>Operating Profit</b>        |             | <b>-\$41,550.22</b> |
| <b>Net Profit/(Loss)</b>       |             | <b>-\$41,550.22</b> |

This report includes Year-End Adjustments.

**Appendix 2 to  
Annex A to  
Board Meeting Minutes  
17th March 2021**

Australian Croquet Association Inc

2/65 Tennant St  
Fyshwick ACT 2609

ABN: 90 330 745 920

Email: finance.croquet@gmail.com

**Balance Sheet**

As of February 2021

| Assets                         |              |                     |
|--------------------------------|--------------|---------------------|
| Current Assets                 |              |                     |
| Operating Account              | \$41,531.37  |                     |
| Treasurer's Account            | \$3,470.46   |                     |
| Overseas payments account      | \$1.00       |                     |
| QANTAS Card                    | \$1,000.00   |                     |
| TD 471050245779 11 Nov 2020    | \$60,000.00  |                     |
| BT Investment C11731060        | \$138,348.21 |                     |
| MLC Investment 35368672        | \$138,600.49 |                     |
| TD471050245154 16 Aug 2021     | \$40,000.00  |                     |
| TD 471050245162 23 May 2021    | \$20,000.00  |                     |
| TD50247627 15 August 2021      | \$100,000.00 |                     |
| Trade Debtors                  | \$5,890.60   |                     |
| Stock on Hand                  | \$4,666.79   |                     |
| Fixed Asset                    |              |                     |
| Croquet Equipment              | \$20,356.91  |                     |
| Less Accum Depn Croq Eq        | -\$12,300.18 |                     |
| Office Equipment               | \$135.46     |                     |
| Less Acc Depn Off Equip        | -\$135.44    |                     |
| Gateball Equipment             | \$3,841.99   |                     |
| Less Acc Depn Gateball Eq      | -\$3,742.00  |                     |
| <b>Total Assets</b>            |              | <b>\$561,665.66</b> |
| Liabilities                    |              |                     |
| Accrued Expenses               | \$1,440.00   |                     |
| GST Collected                  | \$546.51     |                     |
| GST Paid                       | -\$4,259.07  |                     |
| PAYG and Superannuation payabl | \$4,468.08   |                     |
| <b>Total Liabilities</b>       |              | <b>\$2,195.52</b>   |
| <b>Net Assets</b>              |              | <b>\$559,470.14</b> |
| Equity                         |              |                     |
| Retained Earnings              | \$488,708.36 |                     |
| International Fund             | \$112,312.00 |                     |
| Current Year Earnings          | -\$41,550.22 |                     |
| <b>Total Equity</b>            |              | <b>\$559,470.14</b> |

This report includes Year-End Adjustments.



## Secretary's Report

### Action Items from 10<sup>th</sup> February Meeting

- Items 7.1.2 & 7.1.3: Policies and ToRs have been posted to the website
- Item 7.2.1: National Coordinator of Coaching and National Coordinators of Referees have been advised of policy resolution regarding WWCC.
- Item 7.2.2: National Coordinator of Ricochet advised of extension of referee accreditation.
- Item 7.2.3: National Coordinator of Coaching advised of policy resolution regarding RPL.
- Items 7.4, 8.3.1 & 8.3.2: WCF S-G advised of Board decisions.
- Item 8.1.1: Guidelines posted to website.
- Item 8.1.2: Amended New Club Grant Policy included as Item 8.1.2 on agenda for 17<sup>th</sup> March 2021
- Item 8.2.1: Program being reviewed and updated

### Updates

- **Australian National Anti-Doping Policy (ANADP):** The ACA website has been amended to indicate that Croquet Australia adopts the ANADP, and online entry forms have been amended to include a statement that submission of the form indicated that the player has read and will abide by the ANADP.
- **AC Laws, Edition 7 Books:** These were ordered on 11<sup>th</sup> February, with delivery due in about two weeks. However, I have since (22 Feb) learnt of an omission that has now been corrected. When I checked, the A6 version has been printed, as has 60% of the A5 version. The omission is minor, to do with Alternate Play Doubles, and will be corrected in this first print run by the provision of a loose-leaf errata page.
- **WCF Topic 89: Temporary Amendment of Sports Regs:** S-G advised that this was approved by 38 votes to zero. For the purposes of the 2022 Women's AC World Championship, the 2022 Under-21 GC World Championship and the 2022 GC World Championship only, Appendix 2 paragraph 2.3 will read:

2.3 "Subject to paragraph 7.4, no player shall be awarded a Ranking Place unless he or she has played a minimum of 10 ranked games in the 24 months ending on the Allocation Date or, if relevant, the date on which a vacancy arises. However, no minimum game requirement applies to the award of Membership Places or Wild Card Places or to entries to any Qualifying Tournament."
- **WCF Topic 90: Ranking Regulations:** Comments on the regulations closed on Sunday, 7<sup>th</sup> March 2021. Peter Freer, Peter Landrebe and Gareth Denyer were invited to provide comments.

Jim Clement  
Secretary to the Board



## Executive Officer Report

To Board Meeting – 17<sup>th</sup> March

### Events and Tournament Committees

- **Patron's Trophy.** The Events Committee contacted the Management Committee at Wynnum Croquet Club regarding hosting of the 2021 AC Patron's Trophy. Wynnum Croquet Club confirmed that they will hold the Event. Email confirmation can be found under Agenda item 9.4.1.
- **GC Handicap** Twin City has confirmed that they are able to host the Golf Croquet Handicap event in September 2021. Twin City has also made a request regarding use of possible sponsorship funding. The email request from Twin City can be found under 9.2.2 Attachment C.

Both of these Events are now advertised on the website under the Tournaments tab. Entries and payment of entry fees can also be made online via the website.

### Audit

On Friday 26<sup>th</sup> of February the ACA auditor (Assurance Matters) requested some more information and clarification on some of the Statements. This information was supplied to the auditor on the 4<sup>th</sup> March. The audit is due for completion on Monday 8<sup>th</sup> March.

### Annual Reports

A draft copy of the annual report has been finalised. We are now just waiting on one State report and completion of the audit report. The audit is due to be completed on Monday 8<sup>th</sup> March. Once these two items have been received, they will be added to the report.

### Sport Integrity Australia

On Tuesday the 2<sup>nd</sup> of March the ACA Secretary, Jim Clement and myself met with Riley McGown from Sport Integrity Australia (SIA) to discuss the implementation of the new SIA Education plan. The key outcomes were:

- A proposed education plan, outlining the development process, and the required and recommended education for each cohort
- A series of posters articulating these requirements and recommendations
- A fact sheet on the 2021 WADA International Standard for Education
- A diagram showing the range of free online courses we provide

Supporting documentation can be found under 7.2.1.

Jim and myself are working our way through the online courses to ensure ACA has a sound knowledge of what is required by players and officials to be compliant with SIA requirements.

### Executive Officer

- **Time Allocation.** Please see agenda item 9.2.2 Attachment A for a breakdown of Executive Office time allocation for the month of February.
- I will be on leave from Tuesday 9<sup>th</sup> to Tuesday the 16<sup>th</sup> of March.

### IT

- In mid-February there was a number of IT issues effecting the ACA office. The server for the ACA website and email accounts was down due to routing issues. I have since changed both the website and the email accounts to run through a Volden server. There haven't been any issues since.
- Another issue that will need to be looked at is an update of the ACA Office IT equipment. The Finance Officer's PC was replaced in early 2020 but the EO's lap top and PC are outdated and quite slow. I will discuss this further with the Chair and Treasurer when I return from leave but it would be greatly appreciated if we could update some of the equipment.

**Strategic Plan update**

See agenda item 9.2.2 Attachment B – No further progress has been made since the January update.

Rob Murray

Executive Officer

AUSTRALIAN CROQUET ASSOCIATION

0457 678 380



## The Australian Croquet Academy Report for March 2021

### Proposals

To sign off and implement the Australian Sports Foundation donation App. This App can be installed on the Australian Croquet Webpage and to be used by anyone wishing to make a tax deductible donation to the Academy.

A briefing paper has been provided to all Board Members

To review the proposal from the Momentum sports consultants group. It is now time to start building some long term partners and sponsorship.

The first step is to market our product and provide potential sponsors with a clear understanding of their return for investment.

The Momentum group is a professional service that specialise in approaching and building long term relationships with sponsors Attached is their proposal

### Queensland University Project

A working group of Academy Advisors has been established to provide 8 students from Queensland University the support they need to complete their Australian Croquet Academy project. The main objective is to review all communication and data maintenance processes/systems that are currently used at the State and National level. Then provide recommendations for improvement

### Youth Training and Schools Project

Special thanks to Peter Tracey in Tasmania for the work he has completed with the Kingston High School. Recently Peter arranged a meeting to discuss the possibility of having a schools competition in Tasmania Also in attendance was the President of Croquet Tasmania Leigh Herington and the Australian Croquet Academy A National Program for youth training in schools will be reviewed after March

### World Croquet Day

Promotional videos have now been completed with a number of social media adverts to be signed off.

It is planned to use these new resources to assist clubs to promote World Croquet Day

### The Australian Croquet Academy Website

Work is in progress producing the new coaching platform for the Academy Website Once completed it will be trailed and tested before going live There are also plans to work with a State Association to review, update and trial it.

### Communications

The next edition of the Australian Croquet online magazine is in production The final version will be signed off by the Board before going live onto the website

John Hayes from Coaching Cohort is currently designing and putting together the framework to complete a series of podcasts These podcasts will be made available on the Academy website when completed

Once the Academy logo has been signed off the Academy Facebook will be launched. This will be used to keep everyone up to date with news and celebrate

important achievements.

**Kayo and Foxtel**

Congratulations to Croquet Victoria for their successful grant application .  
The Australian Croquet Academy is also assisting with some of the preparation behind the scenes .

**Coaching Update**

Queensland ,New South Wales, Western Australia and South Australia have now been completed. I am currently in Tasmania with plans to go to Victoria next week.  
By the end of March every State will have the majority of existing coaches refreshed with new presenters to deliver the National Coaching Program.

Appreciate your support

Greg Bury  
General Manager  
Australian Croquet Academy