

**AUSTRALIAN CROQUET ASSOCIATION  
Incorporated**



**THE HANDBOOK**

**Preamble**

This document is to be known as "The Handbook", and its purpose is to establish and regulate the wide range of concerns and activities of the Australian Croquet Association Incorporated.

It is in four parts, all of which are of valid authority and force within the limits prescribed within the Constitution.

**Part A** (Clauses 1-20) is the "Constitution" in the traditional meaning.

**Part B** (Clauses 21-50) contains the By-Laws for details of the authority and operation of Part A.

**Part C** (Clauses 51-100) contains the Conditions (previously Regulations) for the control of match and other play together with related matters.

**Part D** (Clauses 101-150) contains the Standing Orders under which general meetings shall be conducted and which shall be the general guidelines for all other meetings except those "in committee".

An index is at the back.

The completed Handbook will be amended and reissued in electronic format every year following the AGM.

Incorporated in ACT.

ARBN 089 265 707.  
ABN 90 330 745 920

Last Amended October 2011 to complete the incorporation of 2011 AGM changes.

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## **PART A**

## **CONSTITUTION**

### **1. NAME**

An Association is hereby formed by a union of State Associations as hereinafter defined and is to be known as the Australian Croquet Association Incorporated.

### **2. OBJECTS**

The objects of the Association shall be:

- 2.1 to be the supreme body in the Commonwealth of Australia controlling the rules and the game of Croquet;
- 2.2 to advance and promote the game of Croquet and related sports in the Commonwealth of Australia;
- 2.3 to convene, manage and control all Interstate, National and International Croquet Games or Tournaments,
- 2.4 to be associated with The World Croquet Federation(WCF)and the World Gateball Union (WGU);
- 2.5 to adopt the Laws of Association Croquet that have been fully agreed by the International Laws Committee or such other committee or body responsible for those laws, and to apply them to govern the game of Croquet in the Commonwealth of Australia;
- 2.6 to consider all matters and questions that may from time to time be submitted to the Association from the State Associations and to give rulings thereon;
- 2.7 to acquire by purchase or otherwise, or sell, real or personal property and to borrow money on mortgage or debentures, or by way of overdraft or otherwise;
- 2.8 to apply for, obtain and hold any Certificate of Registration, Licence or Licences, necessary to be obtained and held for the purpose of effecting any or all of the above objects;
- 2.9 to carry out any lawful acts, work or function designed to further the interests of the Association and the above objects.

### **3. DEFINITIONS AND INTERPRETATION**

- 3.1 The term "Association, Croquet Australia or ACA" means the Australian Croquet Association Incorporated;
- 3.2 The term "Council" means the governing council of the Association established under Clause 5.1 and its relevant By-Laws;
- 3.3 "State Associations" means the Association of each State by whatever name it is known.
- 3.4 "State Council" means the effective controlling body in each State whether called by this name or any other (see Clause 4.1.2);
- 3.5 "State" means any State or Territory of the Commonwealth of Australia;
- 3.6 The term "Executive Committee" means the Committee established under Clause 5.2 and its relevant By-Laws;
- 3.7 "AGM" means the Annual General Meeting of the Association;
- 3.8 "Constitution" means Part A of this Handbook;
- 3.9 "Laws" shall mean the Laws of Association Croquet;
- 3.10 "In Committee" means that any meeting resolves to meet in open forum wherein persons may speak more than once. The spirit of good order contained in Standing Orders should continue to be observed;
- 3.11 "Affiliated players" means either affiliated or registered players or such other name by which they may be so called in any State;
- 3.12 Croquet is an open sport. Participants may be amateur or professional;
- 3.13 In the construction of these Rules, if the context so admits, the singular shall include the plural and the plural shall include the singular;
- 3.14 Any question of interpretation of this Constitution shall be determined by the Council.

- 3.15 Gateball Australia (GA) is a registered business name owned by the Australian Croquet Association Incorporated;
- 3.16 The office bearers of Gateball Australia are those of the Australian Croquet Association Inc;
- 3.17 The name Gateball Australia will be used in respect of all matters relating to the game of gateball;
- 3.18 All players/clubs affiliated with the Australian Croquet Association are automatically affiliated to GA.

#### **4. MEMBERSHIP**

##### **4.1 STATE ASSOCIATIONS**

- 4.1.1 Membership shall consist of the recognised controlling body of croquet in each State;
- 4.1.2 Only one State Association representing any one State of the Commonwealth shall be a member of the Association. Council shall determine between two or more bodies claiming membership of the Association;
- 4.1.3 Any State Association wishing to join the Association may, upon application in writing, be elected by a two-thirds majority of Council, present and voting, and on election shall pay any fees to be decided by Council from time to time;
- 4.1.4 Any State Association may at any time withdraw from the Association, provided, however, that no State Association shall be permitted to withdraw from any monetary obligation resulting from dues not paid, or legal action pending against the Association or resulting from monetary obligations arising from actions of the Association while that State was a member of the Association;
- 4.1.5 Upon any State Association failing to pay its annual contribution or any other monies payable under the terms of this Constitution, within ninety days of notification of its being due, such State Association shall be deprived of the benefits of membership of the Association until full payment is made;
- 4.1.6 No State Association withdrawing from the Association shall have any claim upon the Association monies, property or other asset;

#### **5. MANAGEMENT**

##### **5.1 THE COUNCIL**

The Council shall consist of the following members:

- 5.1.1 Two delegates from each State Association. Any delegate may be represented by a proxy delegate, and -
- 5.1.2 The Office-Bearers comprising a President, a Senior Vice President, Honorary Secretary, Honorary Treasurer and Vice President who shall be elected in accordance with procedures laid down in Clause 25, together with the Immediate Past President;
- 5.1.3 The Council may delegate the conduct of its affairs between Ordinary Meetings to an Executive Committee under Clause 5.2 and to such other committees or other bodies as it may determine;
- 5.1.4 The Council, on behalf of the Association, shall be the supreme controlling body for croquet in all its area of responsibility, formulate policies, control expenditure of Association funds and promulgate By-Laws, Regulations and Standing Orders for the purpose of furthering the objects and the operation of the provisions of this Constitution;
- 5.1.5 The Council will meet at least annually and more often if deemed necessary, or as required under Clause 6.1.5;
- 5.1.6 The AGM may appoint a Patron and an Honorary Solicitor, either of whom may or may not be members of any State Association.

## **5.2 THE EXECUTIVE COMMITTEE**

- 5.2.1 The Executive Committee shall consist of the President, Senior Vice-President, Vice-President, Honorary Secretary, Honorary Treasurer, and the Immediate Past President;
- 5.2.2 It shall be responsible for attending to business arising between meetings of the Council.
- 5.2.3 All decisions shall be recorded and such record shall be available for perusal at Council Meetings;
- 5.2.4 The Executive Committee shall operate under by-laws established for this purpose;
- 5.2.5 Office-bearers shall hold office in accordance with the by-laws appropriate thereto;
- 5.2.6 Every member of the Executive Committee or of any other committee of the Association shall be indemnified out of the funds of the Association against all costs, charges, damages and expense by reason of any covenant entered into or act or default done or made in any way in the execution of the office or trust held except if it shall have been occasioned through any wilful act, default or culpable negligence or in contravention of the Handbook of the Association;
- 5.2.7 Meetings of Executive Committee may be held by any means of long-distance communications. The proceedings shall be written up by the Secretary in the usual form of minutes.

## **6. MEETINGS**

### **6.1 GENERAL**

- 6.1.1 The AGM shall be held at the time and place of the Interstate Cup each year or at such time and place as the Council may decide;
- 6.1.2 At least three months' notice in writing of the AGM must be given to all State Associations. Such notice, which shall include a reminder of the requirements regarding notices of motions, nominations for officers and chairpersons and alterations to the Handbook, is to be sent by the Honorary Secretary to the Secretary of each State Association;
- 6.1.3 Business of the AGM shall include:
  - Roll call including names of proxy delegates.
  - Minutes of previous meetings.
  - Business arising there from.
  - Correspondence.
  - Reports - Executive, Secretary, Treasurer, Committees and any other called for.
  - Election of Office-Bearers, Committees, Panels, Representatives, Honorary Officers, etc.
  - Any appointments required to be made.
  - Notices of Motions
  - Alterations to the Handbook
  - Finance - including Fees, Levies and Honorariums
  - Players' Meeting recommendations
  - Arrangements for all ACA events for the following two years;
- 6.1.4 Business to be discussed at the AGM must be advised by Notice of Motion setting out the precise motion to be considered. Such Notice of Motion must be lodged at the Association at least sixty days prior to the date of the Meeting, and be accompanied by reasons and explanatory notes on the subject, for distribution with the Notice of Motion;
- 6.1.5 A Special Council Meeting may be convened by the Executive Committee at any time. Action to call a Special Meeting of the Council must be taken within twenty-

- one days from the receipt of a requisition in writing signed by not less than six delegates, specifying the object for which the Meeting is to be called;
- 6.1.6 Notice in writing convening a Special Council Meeting shall be sent by the Honorary Secretary to the Secretary of each State Association not less than thirty days before the meeting and shall specify the matters to be dealt with. No business shall be brought forward or discussed other than that for which the meeting was called.

## **6.2 QUORUMS**

Necessary quorum for any meeting shall be as detailed here-under:

- 6.2.1 Council Meetings - at least eight delegates of Council;  
6.2.2 Executive Committee - not less than half the members;  
6.2.3 Committees - not less than half the members.

## **6.3 CONDUCT**

- 6.3.1 The President of the Association shall have the right to take the Chair at Council Meetings and at Executive Committee Meetings. If the President be absent, the Senior Vice-President shall take the Chair. If both are absent, the Honorary Secretary shall take the Chair for the purpose of electing a Chairperson for that meeting only;
- 6.3.2 Unless otherwise prescribed, all matters before meetings shall be decided by a simple majority of those present and voting;
- 6.3.3 Affiliated or registered players of any State Association may attend Council Meetings as observers. An observer has no vote and may only speak by invitation from the Chair, or if permission is granted by the meeting on the request of any delegate;
- 6.3.4 Meetings shall be conducted under the Standing Orders set out in Part D of this Handbook;
- 6.3.5 Motions, other than procedural and routine motions, must be moved and seconded by different States.

## **6.4 VOTING**

- 6.4.1 Only delegates are eligible to vote for election of personnel to any office or position at the AGM;
- 6.4.2 All members of the Council are eligible to vote in Council as follows:-  
6.4.2.1 each delegate shall have one vote;  
6.4.2.2 the President, Senior Vice-President, Vice-President, Honorary Secretary and Honorary Treasurer shall each have a vote. The Chair has a casting vote if such be required;
- 6.4.3 Voting for Officers, committees and other appointments shall be by secret ballot; voting for all other business shall be by show of hands unless other methods are requested by at least one-third of the delegates.

## **7. FINANCE AND PROPERTY**

- 7.1 Council shall have sole control of all monies and property belonging to, allocated to, or placed at the disposal of the Association;
- 7.2 All monies due to the Association shall be paid to the Honorary Treasurer, recorded in proper books of accounts and held in trust at the disposal of Council. Monies

- shall be paid out at the direction of the Council or Executive Committee. The Honorary Treasurer shall report monthly to the Executive Committee.
- 7.3 Council shall keep the following accounts:
- 7.3.1 General Account into which all income is received and from which payments are made, including reimbursement of payments made from the Treasurer's Account. Signatories shall be any two of the Honorary Treasurer, the President, the Senior Vice-President, the Vice-President or the Honorary Secretary.
- 7.3.2 Treasurer's Account, which will be used to make payments on a day-to-day basis. This account will be reimbursed only from the General Account and may never hold more than fifteen thousand dollars or such other amount as may be approved at a General Meeting. The signatories shall be the Treasurer and the Assistant Treasurer, either one to sign.
- 7.3.3.1 Other accounts as required from time to time;
- 7.4 Funds surplus to immediate requirements shall be invested on such terms and conditions approved by the Executive Committee and redemption of all investments shall be to the credit of the General Account.
- 7.5 The Treasurer shall maintain within the books a Tours Fund and, separately, a Hosting Events Fund. The Tours Fund will be credited with Tours levies received from States and from which expenses will be debited for the MacRobertson Shield, Trans Tasman and WCF World Championship events and other international events approved by the Executive Committee. The Hosting Events Fund will be credited with Hosting Events levies received from the states and from which expenses are debited for hosting international events and national events as approved by the Executive Committee.
- 7.6 The funds of the Association shall be derived from annual affiliation fees, any levies, tournament entry fees, donations, sponsorships and such other sources determined by Council;
- 7.7 State Associations are hereby required to make contributions for affiliation fees and any annual levies;
- 7.7.1 Such contributions shall be based on the number of affiliated/registered players in each State as at 1 January of the current calendar year and these figures are to be in the hands of the Treasurer by 31 January of that year;
- 7.7.2 Payment of such contributions shall be made no later than 30 June of the then current calendar year;
- 7.7.3 The period covered by such payments shall be the current calendar year;
- 7.7.4 The rate of affiliation fee and any annual levies shall be the amount determined by the AGM at its meeting in the previous year;
- 7.8 State Associations have no rights in the property of the Association and the Association shall not carry on business for the personal profit of individuals. Honorariums may be granted where appropriate;
- 7.9 The financial year of the Association shall be the calendar year for which period the Annual Financial Statements, duly audited, shall be presented;
- 7.10 The AGM shall appoint an auditor to the Association.
- 7.11 Invoices for payments due to the Association which are unpaid for more than thirty days after the due date may attract interest at the rate of ten percent per annum or other rate determined by the Executive and displayed on the invoice.

## **8. COMMITTEES**

- 8.1 The Council shall have the power to establish committees for any purpose within the objects of the Association;
- 8.2 The Council shall establish By-Laws relevant to such committees, and direct them to report to the Council unless otherwise required;

- 8.3 A committee shall operate under the general provisions for committees in addition to those specific to itself.

## **9 BY-LAWS**

- 9.1 The Council shall have the power to establish By-Laws for any purpose within the objects of the Association;
- 9.2 Such By-Laws are contained within Clauses 21-50 of this Handbook;
- 9.3 Alterations to By-Laws shall be in accordance with Clause 13 of this Handbook.

## **10 CONDITIONS**

- 10.1 The Council shall have the power to establish Conditions of Play for any purpose within the objects of the Association;
- 10.2 Such Conditions are contained within Clauses 51-100 of this Handbook;
- 10.3 Alterations to Conditions shall be in accordance with Clause 13 of this Handbook.

## **11 STANDING ORDERS**

- 11.1 The Council shall have the power to establish Standing Orders for any purpose within the objects of the Association;
- 11.2 Such Standing orders are contained within Clauses 101-150 of this Handbook;
- 11.3 Alterations to Standing Orders shall be in accordance with Clause 13 of this Handbook.

## **12 COMMON SEAL**

- 12.1 The Association shall have a Common Seal that shall be kept in safe custody and shall not be affixed to any document except with the authority of the Council or the Executive Committee and shall be accompanied by the signatures of two Sealholders
- 12.2 Sealholders shall be the persons currently holding office as President, Senior Vice President, Vice President, Honorary Secretary and Honorary Treasurer of whom any two may sign documents.

## **13 ALTERATIONS TO THIS HANDBOOK**

- 13.1 Part A and Part B of this Handbook shall not be altered or rescinded except at the AGM of the Association or at a Special Meeting duly called for the purpose;
- 13.2 A notice of motion setting out the proposed alteration, amendment or rescission shall be lodged at the Association at least sixty days prior to the date of the meeting;
- 13.3 All State Associations shall receive written notice thereof thirty clear days prior to such meeting or meetings and such notice shall set out fully the notice of motion;
- 13.4 A two-thirds majority of those voting shall be necessary to carry such alteration, amendment or rescission to Part A and Part B of this Handbook;
- 13.5 Proposals for alterations to Parts C and D of the Handbook shall be given as follows:
- 13.5.1 Part C - Conditions - by a simple motion at the AGM or a Special General Meeting or with the written agreement of all six member Associations;
- 13.5.2 Part D - Standing Orders - by a simple motion at the AGM or a Special General Meeting or with the written agreement of all member Associations;
- 13.5.3 A simple majority vote at the Annual General Meeting is required for adoption of such alterations under Clause 13.5;
- 13.6 Any alteration, amendment or rescission of any clause of this Handbook, shall be forwarded to the Secretaries of all State Associations, and a master file of such amendments, alterations or rescissions shall be kept by the Honorary Secretary of the Association, who also shall maintain an up-to-date copy of the Handbook.

## **14 DISSOLUTION**

The Association shall not be dissolved except by a resolution passed by at least two-thirds of the membership of the Council present and voting at a Special Meeting of the Council called for that purpose and of which four months' notice has been given to each State Association.

The liability of a member to contribute towards the payment of debts and liabilities of the Association and of the costs, charges and expenses of the winding up of the Association is limited to the amount, if any, unpaid by the member in respect of membership of the Association as required by the Constitution.

If on the winding up or dissolution of the Association, there remain after the satisfaction of all its debts and liabilities, any monies or properties whatsoever, the same shall be either distributed among State Associations on the basis of the last registered membership numbers, or disposed of as decided by the Meeting specially convened for the purpose of winding up the Association.

## **PART B**

## **BY-LAWS**

### **21 STATE ASSOCIATIONS**

- 21.1 Each State Association shall be represented on the Council in accordance with Constitution Clauses 5.1.1 and 6.4.2.1. Any State may be represented by proxy delegates, who are affiliated with the State, as;
- 21.2 Each State Association is to notify the Honorary Secretary of the ACA immediately of any change of name or address of its President and/or Secretary;
- 21.3 Each State Association is required to appoint delegates and proxies therefore as appropriate and must advise the Honorary Secretary in writing at least fourteen days prior to the Annual General Meeting of the names of delegates and proxies;
- 21.4 In the absence of a delegate, a proxy may act as the delegate with all relevant powers;
- 21.5 Upon application by a State Association, the Australian Croquet Association Inc (ACA) shall have power to inquire into and determine questions or disputes involving such State Association;
- 21.6 Any State Association refusing or neglecting to abide by the decision of the Council on any matter after three months from notice being given of the decision, may, at the discretion of the Council, cease to belong to or have any representation on the ACA and forfeit all rights and privileges, and be disqualified from any future representation thereon until amends be made to the satisfaction of Council;
- 21.7 Any delegate of a State being a party to a question at issue under By-Laws 21.5 and 21.6 above, shall not have a vote in the decision thereon;
- 21.8 The criteria for membership of the ACA should be a minimum of four clubs with at least two courts in each club;
- 21.9 That any member of the ACA whose conduct may appear to the Council to be injurious to the Association or its objects, and who on request by the Council, fails to give a satisfactory explanation, may be called upon to resign, and on failing to do so within three (3) calendar months shall be removed as a member of the Association. Any such member so expelled shall, within one (1) calendar month thereafter have the right to appeal. The decision of the Council on such appeal shall be final;
- 21.10 The records, books and other documents of the ACA shall be open to inspection by duly authorised representative of any member of the ACA at any reasonable hour free of charge at a place nominated by the Secretary. ("any member" means "any State").

Note: There is no By-Law 22

## **23 EXECUTIVE COMMITTEE**

- 23.1 There shall be established an Executive Committee under Constitution Clause 5.2.
- 23.2 The Executive Committee shall:
- .1 attend to any business delegated to it at the Annual General Meeting;
  - .2 attend to business arising between meetings of the Council in accordance with Constitution Clause 5.2.2;
  - .3 supervise and manage the finances of the Association through the Honorary Treasurer;
  - .4 liaise with Government authorities, sporting and other bodies as appropriate;
  - .5 supervise the preparation of the Annual Croquet Championships, the agenda for the Annual General Meeting and any other related matters;
  - .6 keep minutes or a suitable record of all meetings and decisions under Constitution Clause 5.2.3;
  - .7 send to all State Councils within fourteen days, details of all decisions of major importance as and when such decisions are made;
- 23.3 Membership of the Executive Committee shall cease:
- .1 upon the acceptance by Council of a resignation in writing, or
  - .2 by failure to carry out satisfactorily the duties stated either in the relevant By-Laws and/or specific directions of the Council, or
  - .3 by conduct which is deemed to be unseemly or unsatisfactory, or
  - .4 when no longer a permanent resident of Australia;
- 23.4 A two-thirds majority vote shall be required under By Law Clause 23.3.2 and 23.3.3, and any decision of Council under this Clause shall be subject to review on appeal.

Note : There is no By Law 24

## **25 OFFICE-BEARERS**

### **25.1 GENERAL**

- 25.1.1 All affiliated or registered players of any State Association are eligible for:
1. election to office, and
  2. membership of any Committee provided that the player's permanent residence is in Australia;
- 25.1.2 Officers shall be:
1. President
  2. Senior Vice-President
  3. Vice-President
  4. Honorary Secretary
  5. Honorary Treasurer
  6. Immediate Past President;
- 25.1.3 Any Officer listed under Constitution Clause 25.1.2 shall not be a delegate or proxy;
- 25.1.4 All Officers, except the Immediate Past President, shall be elected annually at the Annual General Meeting for a term of one year, but the President, Senior

Vice-President and Vice-President may not hold either office for more than three consecutive years except in extraordinary circumstances as declared by Council. In the event that a President is re-elected to that office after his/her term is completed, the position of Immediate Past President becomes vacant for the next 12 months;

- 25.1.5 All Officers shall assume office at the conclusion of the Annual General Meeting;
- 25.1.6 No person may be a member of the Executive Committee for more than nine full years continuously in one or more offices except in extraordinary circumstances as declared by Council;
- 25.1.7 Nominations may be made only by State Associations, must be in writing, must be signed by the nominee and together with an appropriate profile, must be lodged with the Honorary Secretary at least sixty days prior to the Annual General Meeting;
- 25.1.8 In the event of nominations being received for any office, no further nominations may be accepted after the closing date. Only Officers for which no nomination has been received by the due date can be nominated for at the Annual General Meeting;
- 25.1.9 Casual vacancies are to be filled by the Council, and failing that, then the Executive Committee may appoint a person to fill the office until the next Annual General Meeting;
- 25.1.10 Each Officer shall hold office until a successor is elected and takes office or is discharged under Constitution Clause 25.1.5 or 25.1.11;
- 25.1.11 Any office-bearer or chairperson of a Committee shall cease to hold office:
  - .1 Upon acceptance or a resignation by the Council, or
  - .2 By failure to carry out satisfactorily the duties stated either in the relevant By-Laws and/or specific directions of the Council, or
  - .3 If the conduct of the officer is deemed to be unseemly or unsatisfactory, or
  - .4 If the officer or chairperson ceases to be permanent resident of Australia;
- 25.1.12 A two-thirds majority vote shall be required under By-Law 25.1.11.2 and 25.1.11.3, and any decision of Council under that Clause shall be subject to review on appeal;
- 25.1.13 All records of the Council, its Officers, Committees or other bodies, shall remain the property of the Council and the Honorary Secretary shall be responsible for their safe custody;
- 25.1.14 Office-bearers may be granted honorariums at the discretion of the Council, but only at the Annual General Meeting.

## **25.2 President**

- 25.2.1 The President shall:
  - .1 be the Principal Officer of the Association;
  - .2 have the right to preside at all Annual, Special and Executive Meetings;
  - .3 be a member ex-officio of all committees however shall not be required to attend committee meetings and shall not have a vote thereat;
- 25.2.2 In the event of a tied vote at all meetings under By Law Clause 25.2.1.2 above, the President shall have a casting vote;
- 25.2.3 The President shall ensure that the policies of the Association and Council are properly implemented and coordinated;
- 25.2.4 Should the position of President become vacant, then the Senior Vice President shall occupy the office of President until the next Annual General Meeting.

## **25.3 Senior Vice-President**

The Senior Vice-President shall assist the President wherever possible and shall carry out the duties of the President in the absence of that Officer.

## **25.4 Vice-President**

The Vice-President shall assist members of the Executive Committee wherever possible.

## **25.5 Honorary Secretary/Executive Director**

- 25.5.1 The Honorary Secretary/Executive Director shall:
- .1 be the Executive Director of the Australian Croquet Association Inc;
  - .2 convene and attend the Ordinary and Special Council Meetings and also all Executive Committee Meetings;
  - .3 receive all incoming correspondence;
  - .4 attend to all outgoing correspondence;
  - .5 ensure that proper minutes are kept of all meetings in 23.2.6 and 25.5.2 above with appropriate assistance when authorised by Council;
  - .6 be the Public Officer of the Association in accordance with the relevant Act unless another person is specifically appointed to the position;
  - .7 submit a report to the Annual General Meeting on the activities of the Executive Committee and other actions that have been taken whilst in office;
  - .8 ensure that the decisions of meetings are communicated and carried out;
  - .9 ensure that the arrangements have been made for suitable premises for all official occasions;
  - .10 as soon as possible after any Council meeting, send a copy of the Minutes of such meeting to all State Associations and all members of the Council;
  - .11 keep up to date the official copy of this Handbook;
  - .12 ensure safe custody of the official seal of the Association;
  - .13 prepare comprehensive Agenda for all official meetings;
  - .14 lodge applications for Government grants each year as appropriate;
  - .15 compile and have printed the official championship program;
  - .16 send nominations for office and profiles to all State Associations together with other documents relating to the business to be transacted at the AGM or Special meeting as the case may be;
  - .17 make recommendations to Council for the advancement of croquet in Australia with particular reference to the ACA 5-Year Development Plan as required by the Australian Sports Commission;
  - .18 seek Council or Executive Committee guidance as appropriate on any Australian initiatives at international meetings or on the manner in which Australia should vote on proposals contained in notices of motion put forward by other national or international authorities;
  - .19 establish a close working relationship with other equivalent national committees and with the World Croquet Federation (WCF);
  - .20 consult with appropriate Australian Government authorities on matters relating to International competition that may have political overtones;
  - .21 ensure that a manager is appointed for Australian teams competing overseas and, in conjunction with the manager, make all travel accommodation and other administrative arrangements for the team;
  - .22 brief and, if necessary, make travel arrangements for players selected to compete in individual events overseas such as the WCF World Championships;
  - .23 issue the approved ACA Tournament Regulations and any interpretations;
  - .24 shall assist the President wherever possible and shall carry out the duties of the President in the absence of that Officer and the Senior Vice-President;
  - .25 carry out the general business as required; and

- .26 receive and disseminate to the Executive Committee, reports from the Insurance officer in relation to the ACA's risk management and insurance policies and programmes.

## **25.6 Honorary Treasurer**

- 25.6.1 The Honorary Treasurer shall:
  - .1 receive all monies on behalf of the Association, ensure their safe custody and issue receipts if requested;
  - .2 attend to payment of all accounts at the direction of the Council or Executive Committee, or in extra-ordinary circumstances, the President. See clause 7.3 for accounts and signatories;
  - .3 keep adequate and proper books of account, such records to always remain the property of the Association;
  - .4 report the current financial position regularly to Executive Committee and annually to the Annual General Meeting;
  - .5 be an ex officio officer and voting member of any committee concerned with finance and/or property;
  - .6 invest surplus funds in accordance with clause 7.4;
  - .7 submit financial records for audit;
  - .8 implement the Goods and Services Tax and other appropriate legislation;
  - .9 prepare an Annual Estimate of Receipts and Payments;
  - .10 recommend to the AGM the amount of the rate for State contributions and levies under Clause 7.5 together with any other appropriate financial items;
  - .11 ensure that monies collected for the International Events Fund (Tours Fund) and the Hosting Events Fund are identified separately within the Accounts;
  - .12 maintain a record of all property owned by the Association including trophies, playing equipment, gateball equipment and office equipment; and
  - .13 perform other duties as may be required.

Note: There is no By Law 26

## **27 COMMITTEES**

### **27.1 General**

- 27.1.1 Council shall establish Committees under Constitution Clause 8 and shall set By-Laws for each Committee that is formed for more than twelve months. Committees formed for twelve months or less shall abide by all of By-Law 27.1 except 27.1.3, 27.1.4, 27.1.10 and 27.1.12;
- 27.1.2 All Committees shall be responsible to the Executive under Constitution clause 5.2.2 between meetings of Council;
- 27.1.3 The Chairperson of each Committee is to be elected annually by that Committee, except for appointed officers who must be the Chairperson of their Committee;
- 27.1.4 Personnel of committees are to be elected annually by Council but do not need to be members of Council;
- 27.1.5 A written report is to be presented to the Annual General Meeting;
- 27.1.6 Committees shall have the power to co-opt for special purposes and for a specified period only with the consent of the Executive Committee;
- 27.1.7 Appointments to vacancies shall be approved by Council or Executive Committee on recommendation(s) from Executive Committee or committee concerned;

- 27.1.8 Suitable records are to be kept of proceedings, such records to remain the property of the Association and to be available for inspection at the Annual General Meeting;
- 27.1.9 All Committees shall submit their reports, and any recommendations, to the Secretary 90 days before the Annual General Meeting;
- 27.1.10 Power, scope and duties of Committees are defined below in the appropriate By-Laws for the committee concerned;
- 27.1.11 The Council and/or Executive Committee may vary the duties of Committees from time to time as required and report on the changes made to the next meeting of Council;
- 27.1.12 Membership of all committees shall be for one year but a member shall be eligible for re-election up to a total consecutive period of office of four years, after which time he/she must stand down for a minimum of two years before re election, unless special circumstances require otherwise, or unless otherwise provided;
- 27.1.13 Quorum for meetings shall be that number which is not less than half the total membership.
- 27.1.14 All Committees shall meet as and when required. Any expenses involved in the meetings of Committees shall be approved by the Executive Committee in advance of the meeting;
- 27.1.15 Any formal disputes or complaints involving Committees shall be dealt with in accordance with Regulation 64;
- 27.1.16 Regulation 66 on harassment-free sport applies to Committees;
- 27.1.17 Any Committee or individual member of a Committee whose conduct may appear to the Council or Executive Committee to be injurious to the Association or its objects, and who on request by the Council or Executive Committee, fails to give a satisfactory explanation, may be suspended or removed from the position, and on failing to do so within (2) two calendar months any such player shall be suspended. The Committee or individual member within one (1) calendar month thereafter has the right to appeal. The decision of the Council or Executive Committee on such appeal shall be final. Nothing in this By-Law shall prevent any Committee or individual member of a Committee from immediate suspension if the case be warranted.

## **27.2 Tournament Committee**

- The Committee shall:
  - .1 be known as the Tournament Committee;
  - .2 in the case of the Australian Croquet Championships:
    - i. the committee shall consist of the ACA Representative (if available), Tournament Manager, Assistant Manager, Tournament Referee and the President of the State Association holding the event or the President's delegate. The ACA Events Manager is not required to attend meetings and shall work with the Committee by phone/ fax and email;
    - ii. the Tournament Manager shall be an affiliated or registered member of a State Association.;
    - iii. Assistant Manager may be nominated by the host State Association;
- 27.2.2 For all other events the committee shall comprise the ACA Representative (if available), Tournament Manager, Assistant Manager, Tournament Referee and, if a handicap event, a Tournament Handicapper – see Australian Tournament Regulations;
- 27.2.3 The Tournament Committee shall:
  - .1 conduct all events in accordance with Australian Tournament Regulations contained in the current edition of the Laws of Association Croquet unless otherwise stated;

- .2 be responsible for discipline in the first instance during all ACA events;
- .3 ensure reports are presented in writing within two (2) days from referees, managers or players regarding misconduct or disputes on the incident(s) concerned and process such reports in the following manner:
  - a) have the written report verified;
  - b) take evidence from all parties concerned;
  - c) take appropriate action and advise the person concerned:
    - i. of the action taken;
    - ii. of their right of appeal to Council, and if Council has dispersed, to the Executive Committee whose decision shall be final;
    - iii. that any appeal lodged must be in writing and submitted to the Council within 24 hours of the receipt by the person of the notice of disciplinary action taken by the Tournament Committee;
    - iv. of their right to attend and give evidence at any appeal hearing(s);
- .4 be careful to differentiate between deliberate damage to equipment, and a style of play leading to substantial damage of equipment. In this latter case the player shall be warned and, if deemed appropriate charged for the cost of repair or replacement of the equipment;
- .5 recommend any alterations to the ACA Regulations for the Conditions of Play as detailed in Conditions 51-58 for submission to ACA Secretary;
- .6 provide a written report to the ACA Secretary at the end of the event and on other occasions as required.

### **27.3 Laws Committee**

- 27.3.1 The Committee shall:
  - 1. be known as the Laws Committee;
  - 2. consist of three members;
  - 3. report to the AGM and other occasions as required;
  - 4. in the matter of current Laws the Chairperson of the Laws Committee is to:
    - 1. liaise with the International Laws Committee and ensure that any ILC rulings are effectively promulgated to the ACA Executive, State Associations, National and State Directors of Refereeing, National Director and State Directors of Coaching and appear in the Croquet Australia Magazine.
    - 2. in the absence of ILC rulings, provide rulings and interpretations of the Laws.
- 27.3.2 The Committee shall recommend to the ACA Executive, after consultation with the ACA Events Manager, any variations to the Australian Regulations for Tournaments as listed in the Australian Laws Book.

There is no By-Law 27.4

### **27.5 Selection Committees**

- 27.5.1

- .1 The Committees shall be known as the Association Croquet Selection Committee (ACSC) and the Golf Croquet Selection Committee (GCSC) ;
- .2 The ACSC and the GCSC will consist of the President (ex-officio, see 25.5.4 below) the HPM and three elected members plus the most recently appointed Captain of the relevant Australian AC or GC Team (where available) unless he or she is an elected member of the relevant committee.
- .3 Three members of each Committee will be elected at the Annual General Meeting of Council and must have specific recent skills appropriate to the duties of the Selection Committee;
- .4 The President who will not necessarily be required to attend Committee meetings and will not have a vote thereat.
- .5 Any member of the Committee will stand aside from the Committee's deliberations if the Committee is considering either the Committee member or the Committee member's close friends and family for selection. The President shall have sole discretion in determining this issue.
- .6 The Committees shall report to Council at the AGM and other occasions as required through the Chairperson or nominee;
- .7 The Committees shall be solely responsible for the selection of:
  - .7.1 players and any reserves, if necessary, for international and national events or squads in terms of the selection policy approved by the Executive;
  - .7.2 seeded players for any Australian event.

27.5.2 The Selection Policy approved by the Executive shall be published by the ACA Secretary and forwarded to members of the Association. The Selection Policy will be effective one month from the date it is forwarded to members. Any changes to the Selection Policy, approved by the Executive, will be effective one month from the date of notification to members.

27.5.3 The ACA Secretary shall ensure that the selectors have been provided with details of events for which selections are required and, where possible, the results of relevant events.

27.5.4 The Chairman of Selectors, on behalf of the relevant Selection Committee, shall advise the ACA Secretary the names of players selected, in terms of By- Law 27.5.1.7. The ACA Secretary shall advise the players concerned, or delegate another person to do so.

## **27.6 Coaching Committee**

27.6.1 The Committee shall:

1. be known as the Coaching Committee;
2. report to the AGM and other occasions as required;
3. consist of a National Coaching Director to be appointed by the Council, and a Director of Coaching appointed by each State;
4. assist the National Coaching Director in the performance of his/her duties.

### **27.7 International Committee**

The Committee shall:

1. be known as the International Committee;
2. consist of the President of the ACA, the Immediate Past President of the ACA, Australian Representative on the WCF Management Committee and Honorary Secretary of the ACA;
3. have the power to co-opt a further two people;
4. report to the AGM and other occasions as required;
5. be responsible for:
  - a. establishing a close working relationship with other equivalent national committees and with the World Croquet Federation (WCF)
  - b. examining proposals in regard to such matters as:
    1. the staging of international tournaments and teams events;
    2. the conditions governing such tournaments and teams events;
    3. the rules and standing orders governing the functioning and administration of the WCF; and advise the Honorary Secretary of the ACA on appropriate action;
    4. initiating proposals, with the approval of the ACA, for international events to be held in Australia. Informal negotiations with appropriate overseas croquet organisations may precede any formal proposals;
6. prepare ACA comments on "Regulations for the Competition" prepared by host nations for competitions to be conducted outside Australia.
7. recommend to the Honorary Secretary of the ACA arrangements for appropriate Australian representation at international croquet meetings;
8. prepare "Regulations for the Competition" for international events to be conducted in Australia and seek the comments of the governing bodies of other nations involved;

### **27.8 Refereeing Committee**

The Refereeing Committees for Association Croquet (AC) and Golf Croquet (GC) shall consist of the relevant National Director of Refereeing and the relevant State Director of Refereeing (or person performing that function) appointed by each State. The committees will:

1. assist the National Director of Refereeing in the performance of his/her duties;
2. participate in the appointment of examining referees in each State in accordance with the Australian Refereeing System.
3. in conjunction with the National Director of Refereeing be responsible for:
  - a. compilation and distribution of question papers for the Australian Referees Examination to all Examining Referees through the Chairman of each State Panel;
  - b. the conduct of examinations for referees through State/ ACA Referee Examining Panels,
  - c. refereeing at international tournaments and may recommend other qualified referees to referee at such events.

### **27.9 Magazine Committee**

The Committee shall:

1. be known as the Magazine Committee and shall facilitate the publication of a magazine which publicises all aspects of the ACA's objectives, and co-ordinates

- and disseminates news and developments in the sport of croquet and allied activities around the country and overseas;
2. consist of up to a minimum of three members with a maximum of five (including a Magazine Editor and Subscription Manager appointed separately) with individuals taking responsibility for the following aspects of work: soliciting, collating and editing material (the Editor); pre-print production and liaison with printer; managing the subscription base (the subscription Manager); co-ordination and distribution of the printed copies to all subscribers; exercising general interest in the magazine particularly its operations, future direction, and presentation;
  3. be responsible for all business aspects including the recommendation of subscription rates, promotion of the Magazine, and, advertising within ACA guidelines;
  4. be aware that the Editor has sole responsibility for the content of the Magazine consistent with the aims and policies of the Council;
  5. provide regular reports on financial matters to the Treasurer and recommend to Treasurer the amount of the annual subscription and any subsidies;
  6. maintain a continuing review of the nature, scope, costs, size and general operations of the Magazine and make recommendations to Council for significant alterations.

## **28 APPOINTED OFFICERS**

- 28.1 General
  - 28.1.1 Council shall establish positions for appointed officers and shall set By-Laws for each position;
  - 28.1.2 All affiliated or registered players of any State Association are eligible to be appointed officers provided that the player's permanent residence is in Australia;
  - 28.1.3 In the event of vacancies or potential vacancies, the Executive Committee may call for applications from suitable persons interested in becoming an appointed officer. Within the 6 months following each AGM the Executive Committee may call for expressions of interest from suitable persons to apply for any position occupied by an appointed officer, and within this time publish the names of all appointments made to fill these positions for the following 12 month period;
  - 28.1.4 Appointed officers shall be responsible to the Executive Committee and accountable to the Executive Committee (Constitution Clause 5.2.2) for all decisions made and actions taken in the performance of duties;
  - 28.1.5 The Council and/or Executive Committee may vary the duties of appointed officers from time to time as required and report on the changes made to the next meeting of Council;
  - 28.1.6 Any formal disputes or complaints involving appointed officers shall be dealt with in accordance with Regulation 64;
  - 28.1.7 Regulation 66 on harassment-free sport applies to appointed officers;
  - 28.1.8 Any appointed officer whose conduct may appear to Council or Executive Committee to be injurious to the Association or its objects, and who on request by the Council or Executive Committee, fails to give a satisfactory explanation, may be suspended or removed from office as the case may be, and on failing to do so within (2) two calendar months any such appointed officer shall be suspended. The appointed officer within one (1) calendar month thereafter has the right to appeal. The decision of the Council or Executive Committee on such appeal shall be final. Nothing in this By Law shall prevent an appointed officer from immediate suspension if the case be warranted.

### **28.2 National Coaching Director**

The National Coaching Director shall:

1. develop, co-ordinate, implement and review National Coaching Accreditation Scheme (NCAS) courses at all levels;
2. ensure establishment of uniform standards of instruction, course content, resources and participant evaluation of all NCAS courses;
3. develop, implement and evaluate an overall national coaching plan for development of the sport, including short and long term strategies;
4. develop and maintain liaison networks with State Coaching Directors;
5. co-ordinate education courses for coaches;
6. liaise with the Australian Coaching Council and Australian Sports Commission on coaching issues, funding and other related developments;
7. monitor and assist the development of national teams/squads;
8. co-ordinate, update and disseminate coaching materials, such as manuals, books and video tapes;
9. prepare coaching and development program and funding submissions to the Australian Sports Commission;
10. provide regular reports to Treasurer on financial expenditure and debtors,
11. produce and disseminate information to coaches;
12. co-ordinate the Aussie Sports Program for croquet;
13. report regularly to the Hon Secretary on activities conducted and programs planned.

### **28.3 Archivist**

The Archivist shall:

1. collect, maintain and/or record all relevant historical and archival material;
2. safely retain all Association records and archival material;
3. allow all such material to be available to clubs and members when required.

### **28.4 Librarian**

The Librarian shall:

1. be responsible for preparing catalogues of, and maintaining, the library collections pertaining to croquet already held by, and any future acquisition made by, the ACA;
2. arrange for lending of items from the ACA collection, as appropriate, to members of the ACA at the member's cost;
3. liaise with State Associations in the preparation of a national catalogue of material pertaining to croquet that is held in library collections in Australia.

### **28.5 National Directors of Refereeing**

There shall be a National Director of Association Croquet Refereeing (NDACR) and a National Director of Golf Croquet Refereeing (NDGCR) who shall, each in their own sphere:

- .1 develop, co-ordinate, implement and review courses at all levels in accordance with the Australian Refereeing System;
- .2 maintain liaison with State Directors of Refereeing (SDRs) or their equivalent;
- .3 maintain an up to date register of referees and umpires as supplied by each SDR;
- .4 develop and arrange training activities for referees, and activities for those who may referee at national championships and international events;
- .5 chair the ACA Referee Committees (27.8);
- .6 report to the ACA AGM and on other occasions as required;
- .7 in conjunction with each SDR encourage and promote the recruitment of new referees and umpires;
- .8 be the Tournament Referee (TR) at International events held in Australia or appoint same and appoint the TR at all ACA events;
- .9 in conjunction with the relevant Refereeing Committee be responsible for:

- a. compiling and distributing question papers for the Australian Referee Examinations through State Directors of Refereeing; and
- b. establishing and implementing appropriate quality control procedures covering the examinations.

#### **28.6 Equipment Officer**

The Equipment Officer shall be responsible to the ACA Secretary for:

- .1 accounting for all playing equipment owned by the ACA;
- .2 the condition of such equipment;
- .3 the location of the equipment and relevant care and storage;
- .4 the movement of equipment from place to place as necessary including its dispatch to and reception at the new location;
- .5 making recommendations for the replacement of equipment or the acquisition of additional equipment;
- .6 arranging through the Treasurer adequate insurance cover
- .7 submitting a schedule of all such equipment to the Treasurer for the annual audit.

#### **28.7 Sales Officer**

The Sales Officer is responsible to the Executive Committee through the Honorary Secretary to:

- .1 acquire and maintain stock for resale;
- .2 sell stock at an appropriate profit;
- .3 maintain records of stock acquired, sold and otherwise disposed of;
- .4 pass accounts to the Honorary Treasurer through the Executive Committee for payment;
- .5 bank all monies received and notify the Hon Treasurer of details;
- .6 conduct stocktakes as required and provide details to the Hon Treasurer or as required by the Executive Committee;
- .7 obtain approval from the Executive Committee for profit levels to be aimed at and for any initiatives in regard to acquisitions or disposals.

#### **28.8 Events Manager (EM)**

- .1 The position of Events Manager is not filled at present due to the costs involved, however the duties previously performed are listed below for reference in case circumstances change. The Events Manager shall be responsible to the Honorary Secretary;
- .2 represent the ACA on the Tournament Committee for the national championships and any other tournament the ACA may conduct;
- .3 conduct the draw for all ACA events in conjunction with two persons approved by the Executive Committee;
- .4 prepare an entry form for all ACA events with a summary of conditions and other information selected from Conditions of the ACA Handbook;
- .5 prepare for the Honorary Secretary, that part of the program for the Australian Croquet Championships dealing with the Interstate Cup, the Australian Gold and Silver Medal and such individual events that are to be conducted;
- .6 be the Tournament Manager for such ACA tournaments as are to be conducted apart from the Australian Croquet Championships and prepare all associated documentation including the draw;
- .7 be a member of the ACA International Committee and in conjunction with other members of the International Committee, prepare ACA comments on "Regulations for the Competition" prepared by host nations for competitions to be conducted outside Australia;

- .8 act as tournament Manager for international individual or team events conducted in Australia and liaise with State Associations in regard to the provision of officials and playing venues;
- .9 prepare the draw and program relating to all international events held in Australia;
- .10 assume overall responsibility, with the aid of the equipment officer, for all ACA playing equipment including its condition, storage and movement as required within Australia. Such responsibility shall include making recommendations to the Executive Committee for the replacement of obsolete or defective equipment and the purchase of new equipment as required.

## **28.9 Magazine Editor**

The Magazine Editor shall

- .1 be responsible for the content of the Australian Croquet Magazine; NB The editor has sole responsibility for the content of the Magazine consistent with the aims and policies of the Council;
- .2 be a member of the Magazine Committee;
- .3 adhere to legislation covering the publication of the Magazine; and
- .4 ensure that correspondents are appointed in every State to be the channel of communication between State Associations, clubs and individuals, and the Editor.

## **28.10: The High Performance Manager**

- 28.10.1 ACA will from time to time call for applications from persons interested in being appointed a High Performance Manager (HPM) for the Australian team/squad. The HPM will be involved in the preparation of national team(s)/squad(s) for specified events, and will last for a specified time;
- 28.10.2 Desirable skills and experience of the appointee should include some or all of the following:
  - .1 previous playing, team coaching, or non-playing captaincy experience in the MacRobertson Shield;
  - .2 demonstrated ability and experience in consultative relationship building and people management;
  - .3 demonstrated experience in team coaching or captaincy of state or national teams;
  - .4 demonstrated experience of successful team participation as a player or coach;
  - .5 a current Level 1 Coach accreditation under the National Coaching Accreditation Scheme;
  - .6 demonstration of the use of current appropriate qualifications and accreditation, or demonstrated ability in sports teams psychology and nutrition relating to high performance team management.
- 28.10.3 The HPM shall;
  - .1 be responsible for the training program of national team/squad members, and may co-opt others in various states to assist. The HPM is encouraged to work together with the personal coaches of team/squad members where they have them;
  - .2 communicate with team members on all topics relevant to high performance team management such as:
    - Team harmony
    - Team building
    - Playing in a team environment
    - Psychological aspects

Nutrition  
Doubles play  
Playing under pressure

- .3 liaise with the captain and team/squad members regarding assessment and training for team and individual playing tactics, opposition strengths and weaknesses, and any other external playing factors;
- .4 communicate with team/squad members, monitor their progress, and report to the Executive Committee on any aspect which the HPM considers to be unsatisfactory during the time of team preparation;
- .5 make such arrangements as are necessary to concentrate the national team/squad for practice sessions, subject to the availability of funds;
- .6 during the period of the event, subject to the availability of funds, be present at matches to the maximum possible extent, and be responsible for all matters relating to the play, team performance and off-court organization (in conjunction with the team manager). If the HPM is present the captain shall consult with the HPM and the captain shall decide (within the limits of the regulations governing the competition) which team members are to play on any particular day, how they are to be paired for doubles games, and their order of merit;
- .7 within one month after the completion of the competition, submit a written report to the Executive Committee, and also a report to the Selection Committee for reference in respect of future selections. Copies of both reports should be made available by the Honorary Secretary on request to any team member or state association. Should a situation arise where a confidential addendum to the report needs to be written it shall go to the President and Honorary Secretary of the ACA only;
- .8 organize a debrief session for the entire team plus the ACA President and psychologist to discuss problems and plan for the future.

28.10.4 The HPM will be a voting member of the Selection Committee.

### **28.11 National Director of Gateball**

The National Director of Gateball shall:

- .1 coordinate gateball across Australia;
- .2 monitor and promote the growth of gateball across Australia;
- .3 publish a set of gateball rules for use in Australia;
- .4 be the events manager for the national gateball event;
- .5 liaise with Director of Coaching and Director of Referees regarding gateball issues;
- .6 liaise with any gateball committee of State Associations; and
- .7 provide regular reports on gateball to the Executive Committee and Annual General Meeting.

### **28.12 Official Representative on the International Laws Committee (ILC)**

The Official Representative shall;

- .1 represent Australia on the International Laws Committee;
- .2 liaise with the Executive, Laws Committee, National Director of Refereeing and other relevant officials on issues that may be dealt with by the ILC;
- .3 advise the Executive and Laws Committee of any proposals by the ILC to seek amendments to the Laws of Association Croquet;
- .4 ensure that the Official Rulings of the ILC are made widely available in Australia;
- .5 report to the Annual General Meeting.

### **28.13 National Director of Schools Croquet**

The National Director shall :

- .1 coordinate croquet activities in schools throughout Australia with particular emphasis on secondary schools;
- .2 negotiate with State Associations to carry out training of club officials and provide suitable written material to assist in this direction;
- .3 encourage clubs in suitable areas to become active in providing programs to encourage schools to include croquet as an optional sport in their curriculum;
- .4 when funds are available and the opportunity exists make visits to clubs and schools to promote croquet in schools programs;
- .5 in the longer term promote inter school croquet competitions;
- .6 from time to time submit reports on activities to the Executive Committee and at the Annual General Meeting submit a report outlining the year's activities.

### **28.14 National Director of Golf Croquet**

The National Director shall:

- .1 coordinate golf croquet activities across Australia;
- .2 monitor and promote the growth of golf croquet in all States in Australia and when funds are available negotiate with State Associations to make interstate visits to assist local endeavours when invited;
- .3 liaise with the ACA Tournament Committee to offer assistance with the running of the national golf croquet events;
- .4 liaise with the ACA National Coaching Director, the National Director of Golf Croquet Refereeing and the Australian Representative on the WCF Golf Croquet Rules Committee regarding golf croquet issues;
- .5 liaise with all golf croquet State Director/Coordinators, and encourage all States to appoint someone to this position;
- .6 provide a report on golf croquet activities to the Executive Committee as requested and to the Annual General Meeting.

### **28.15 Insurance Officer**

The ACA Insurance Officer shall

- .1 report directly to the ACA Secretary;
- .2 act as the first point of contact with ACA's Insurance brokers and with nominated State Insurance Officers in relation to unresolved inquiries from States and Clubs on all Insurance matters;
- .3 in collaboration with State Insurance Officers recommend to the Executive Committee any consideration to change existing insurance policies or the need for additional policies;
- .4 negotiate with insurance companies/brokers regarding current policies and any proposed new policies;
- .5 in collaboration with State Insurance Officers assess risk management issues affecting the ACA and recommend policy changes to the Executive Committee accordingly.

### **28.16 National Handicapper**

The National Handicapper shall:

- .1 administer the National Handicapping System as approved by the Executive Committee, and recommend any changes to the system that appear to be warranted.
- .2 maintain a record of all player handicaps as required by the NHS.
- .3 liaise with State appointed Handicappers to encourage and assist in the adoption and continuing use by all States of the NHS.

- .4 maintain up to date information on the NHS on the ACA web site
- .5 act as the first point of inquiry for all matters relating to the NHS.
- .6 report annually to the Annual General Meeting and as required to the Executive Committee.

### **28.17 Official Representative on the WCF Golf Croquet Rules Committee (GCRC)**

The Official Representative shall;

- .1 represent Australia on the WCF Golf Croquet Rules Committee;
- .2 liaise with the ACA Executive, Laws Committee, National Director of Golf Croquet Refereeing and other relevant officials on issues that may be dealt with by the GCRC;
- .3 advise the ACA Executive and Laws Committee of proposals by the GCRC to seek amendments to the WCF Golf Croquet Rules;
- .4 ensure that the WCF Golf Croquet Rules (including the Regulations) and Commentary are made widely available in Australia;
- .5 report to the Annual General Meeting.

### **28.18 Assistant Treasurer**

The Assistant Treasurer shall;

- .1 assist the Treasurer and understudy him;
- .2 be aware of systems, procedures and the current position on all financial matters;
- .3 retain electronic copies of the Associations accounts as back-up to the Treasurer;
- .4 perform duties allocated by the Treasurer, such as stocktakes, etc.
- .5 advise the Executive Committee on financial matters in the absence of the Treasurer.

## **PART C**

## **CONDITIONS**

### **51 GENERAL**

The following conditions refer to all events conducted by, or on behalf of, the ACA:

- 51.1 Entry to ACA events, subject to handicap limitations, is open to:
  - .1 a registered or affiliated member of an Association that is a member of the ACA, or
  - .2 a registered or affiliated member of an Association recognised by the ACA;
- 51.2 For a player to be a State Representative in the Interstate Cup or Interstate Shield competitions, or to participate in either of the Australian Medal competitions (see ACA Handbook Conditions 56 and 56A), they shall, at the date of close of entries for the events:
  - .1 be a full-time resident of the State for three months prior to date of closure for entries, and
  - .2 be affiliated to the State which they are to represent. Provided nevertheless, that any player, who is affiliated to a State and plays the majority of their tournament croquet within that administration shall be eligible to represent that State;
- 51.3 Trophies:
  - .1 Should an overseas player win an event, any perpetual trophy shall remain in Australia in the custody of the Secretary of the ACA;
  - .2 Trophies must be returned, carriage paid, to the Manager of the Tournament, in good order, not later than the first day of the next annual

- event. Engraving will be arranged by the recipient after first obtaining the agreement of the ACA Executive Director to any relevant costs.
- 51.4 Entry fees are confirmed by Council at the AGM and must accompany the entry;
  - 51.5 All events shall be played under the current Laws of Association Croquet and Australian Tournament Regulations or the current WCF Golf Croquet Rules and Regulations unless otherwise provided for;
  - 51.6 The draw shall be made in accordance with By-Law 28.8.3 and programs are to be available from the Tournament Headquarters;
  - 51.7 All draws shall be arranged to prevent players from one State meeting one another in the first round wherever possible;
  - 51.8 All players must furnish the Tournament Manager with the address and telephone number at which messages may reach them during the event. See Tournament Regulation (TR) 24;
  - 51.9 Regulation hoops and ACA approved balls, either primary, secondary or tertiary colours, shall be used;
  - 51.10 Courts on which the tournament is to be played may be available for practice a few days before the tournament commences at the discretion of the club concerned;
  - 51.11 Matches shall begin daily at 8.00am unless otherwise decided by the Tournament Manager following consultation with the ACA Events Manager;
  - 51.12 Any player not in readiness to commence play at the appointed time may be disqualified at the discretion of the Tournament Manager. See Tournament Regulation (TR) 24;
  - 51.13 Players shall play at the venue and on the courts allotted. Players must report to the Venue Manager on arrival and before leaving the venue. See Tournament Regulation (TR) 24;
  - 51.14 In Association Croquet after the toss players are permitted a five minute warm up with the balls to be used in that match and on the court to be used. In Golf Croquet a five minute warm-up is not always appropriate. See Tournament Regulation (TR) 24;
  - 51.15 On courts being used for the tournament for the day, players may only practice at the discretion of the Venue Manager. See Tournament Regulation (TR) 24;
  - 51.16 Players may be allowed breaks between games as determined from time to time and published in the Tournament Conditions, approved by the Executive Committee for each competition conducted by the Association. See Tournament Regulation (TR) 24;
  - 51.17 Players are to wear predominantly white clothing and appropriate enclosed footwear. Club, State or National Uniforms are also permitted. Predominantly white clothing is defined in WCF Sports Regulation 22.5.6 which states: "Predominantly white means any article with more than 75% of its surface area white. Clothing which does not meet this criteria, will be subject to rejection as unacceptable. White means white, not grey/off white. This condition does not apply to wet weather clothing, hats or caps." A player presenting at the venue in unsuitable attire will be given the opportunity to dress appropriately or will not be permitted to participate in the event. See Tournament Regulation (TR) 24;
  - 51.18 Players withdrawing from an event are entitled to a refund until the closing date for entry. Players withdrawing after the closing date are entitled to 50% refund of the entry fee at the discretion of the Events Committee. Any refund does not include the administrative fee of \$10. See tournament Regulation (TR) 24;
  - 51.19 The Tournament Manager may make any judicious alterations to the program, draw or other arrangements as are necessary in order to complete the Tournament in the time available.

A SEPARATE PROPOSAL FOR TEMPORARY AMENDMENTS TO 52 AND 53 WILL BE PROPOSED

## **52 THE AUSTRALIAN CROQUET CHAMPIONSHIPS**

**52.1 The Australian Association Croquet (AC) Championships** shall include the Interstate Cup and the Championship events. The events shall be held annually, not necessarily at the same time;

52.1.1 The Interstate Cup and any events conducted with that event shall be held in each State consecutively in the following rotation: Tasmania, South Australia, Western Australia, Queensland, New South Wales and Victoria unless by mutual agreement, States wish to waive their rights and stand down, or change the order of rotation. Other events may be rotated between the States in an order agreed by the Executive Committee. However State Associations may also bid for these events and they may be held at times approved by the Executive Committee and confirmed by Council at its next meeting;

52.1.2 All events may be played as block rounds to reduce the number of players to a suitable number to finalise the event with knock out rounds with best of three games and either best of three or five games for the final round, dependant upon lawn availability;

### **52.2 AB MORRISON ENCOURAGEMENT AWARD**

52.2.1 The award shall be made on the basis of a player's results in matches played in the Australian Open Singles AC Championship, including the Plate Event;

52.2.2 To be eligible for this award a player must have a grade less than 1700 on the World Ranking list at the closing date for entries. The World ranking grade used to determine the award may be varied by the Executive and published prior to the event.

52.2.3 The winner.  
The winner shall be the player who has won the most games. If there is a tie on games, the winner is the player who has the largest net points total. If there is a tie on games and net points totals between two or more players, the winner is the winner of the game(s) between them if they have met. If they have not met then a tiebreaker of such form as the Tournament Manager deems fit may be imposed.

52.2.4 If there are no eligible entrants, no presentation shall be made.

**52.3 The Australian Golf Croquet (GC) Championships** shall include the Interstate Shield and the Championship events. The events shall be held annually, not necessarily at the same time;

52.1.1 State Associations may bid for the Interstate Shield and any events conducted with that event, to be held at times approved by the Executive Committee and confirmed by Council at its next meeting;

52.1.2 All events may be played as block rounds to reduce the number of players to a suitable number to finalise the event with knock out rounds with best of three games and either best of three or five games for the final round, dependent upon lawn availability;

### **52.4 Championship Events**

52.4.1 The Tournament Manager, with the approval of the Executive Committee may limit the number of entries in these events, except the Interstate Cup and Interstate Shield, and determine the play off method if lawn availability restricts the number of entries;

52.4.2 Trophies may also be given to the runners-up in these events;

- 52.4.3 When the entries need to be limited, the Australian Handicaps or the World Rankings may be used to limit the number;
- 52.4.4 Entries for the tournaments must be received by the Executive Director as specified in the Event Description;
- 52.1.7 Where there are too many entries in the Open Singles or Doubles events, a play-off or play-offs may be arranged;
- 52.1.8 Singles events shall be arranged in accordance with the seeding specified by the Selection Committee to a maximum of 16 in the Open Singles and 8 in all other events. The list of seeds shall be included in the program;
- 52.1.9 Hoops for all events in Australian Championship events shall be set at 3 and 11/16 inches inside measurement at half ball height.

## **53 OTHER TOURNAMENTS**

### **53.1 The Australian Handicap Tournaments**

53.1.1 **The Australian Association Croquet Handicap Tournament** should be held annually at a suitable venue and include the following, both for the Rich River Resort Shields:

- .1 The Australian Handicap Singles will consist of a block first round. The overall winner will then be determined by a round robin of the block winners or a knockout, or any other method as decided by the Events Manager according to the number of entries received and the lawns available. A Consolation Event will be held for players who do not qualify for a second round of the Australian Handicap Singles using an appropriate format.
- .2 The Australian Handicap Doubles. Partners are to be allocated on a high-low handicap basis playing with partners from another State or area wherever possible.

53.1.2 **The Australian Golf Croquet Handicap Tournament** should be held annually at a suitable venue. Events shall be played under the WCF Golf Croquet Rules, with block play followed by a knockout. The knockout sections should be played as best of three. Each game to be a 13 point game. Events are:

- .1 The Australian Golf Croquet Singles Handicap, and
- .2 The Australian Golf Croquet Doubles Handicap.

53.1.3 **A Tournament Handicapper** shall be appointed with the power to alter official handicaps before or, if it is necessary in the interest of the tournament, during the events, and to inform the manager of such alterations.

53.1.4 **Entries** for the Tournaments must be received by the Executive Director as specified in the Event Description.

### **53.2 The President's Invitation**

The President's Invitation Event should be held annually at a suitable venue or venues and shall consist of 4 separate events. Each event shall comprise a maximum of 8 players, selected by the Selection Committee on the following basis : world ranking and subject to a minimum of 20 games in the preceding 12 months. Up to 2 wild cards for each event may be made available, having regard to rapidly improving players. Members of the Selection Committee are eligible for selection in these events. Hoops for this event shall be set at 3 and 11/16 inches at half ball height.

- 53.2.1 There shall be four President's Invitation Events :
  - a) The First Eight to play for the Eddie Hunt Trophy.
  - b) The Second Eight to play for the Tom Howat Cup.
  - c) The Third Eight to play for the Major Tingey Tray.
  - c) The Women's Eight to play for the Jean Armstrong Bowl.
- 53.2.2 Each event shall be played as a double round robin.

## **54 THE INTERSTATE CUP**

- 54.1 There shall be an event known as "The Interstate Cup" for which a perpetual trophy known as the Eire Cup is provided;
- 54.2 The event shall be open to those States that are members of the ACA;
- 54.3 There shall be no contest unless there are at least three entries;
- 54.4 One team may be entered from each State. States shall be allowed to name no fewer than 8 players (4 men and 4 women) or more than 10 players (5 men and 5 women). Reserves are permitted under Clause 54.8 below. If one or more State is not able to provide a full team of four men and four women, but can provide at least two men and two women, the Host State, in consultation with said State, may provide additional players to make up a full team and allow the State to participate;
- 54.5 A list of team members shall be sent to the Honorary Secretary at least one month prior to the commencement of the event;
- 54.6 A playing or non-playing Captain shall be appointed by each State and the Honorary Secretary advised accordingly;
- 54.7 The draw will be seeded from the results of the previous Interstate Cup and games will be played as follows :
- Day 1 : Team 3 vs Team 5, Team 1 vs Team 6, Team 2 vs Team 4
  - Day 2 : Team 1 vs Team 4, Team 2 vs Team 5, Team 3 vs Team 6
  - Day 3 : Team 4 vs Team 6, Team 2 vs Team 3, Team 1 vs Team 5
  - Day 4 : Team 2 vs Team 6, Team 4 vs Team 5, Team 1 vs Team 3
  - Day 5 : Team 1 vs Team 2, Team 3 vs Team 4, Team 5 vs Team 6
- 54.8 On the day scheduled for any match:
- 54.8.1 the name of the players, order of play, including doubles pairing, shall be notified by each Captain or Vice Captain to the Venue Manager or Assistant Venue Manager at least 20 minutes before the commencement of each match. In each match only four men players and four women players can be selected to play singles but the players selected to play doubles can be different members of the team from those playing singles. The order of play for singles games shall be in accordance with the Australian Rankings List (derived from the World Rankings List) and issued for the Championships by the ACA Secretary ;
  - 54.8.2 individual members of teams may be varied for each separate match. Apart from the arrangements permitted under 54.8.1, individual members of a team may not be varied during one match, unless a player shall be incapacitated by sickness or accident. In such event, a reserve player may fill his or her place in the team for any game not already commenced in such match except for the second round of singles. The second round of singles must be played with the same players who played in the first round of singles of that match. If a player is not available for the start of the second singles game in a match then a forfeit will be awarded. If the game is started but is unable to be completed then it will be conceded. Such substitution must be reported to the Captain of the opposing team and be sanctioned by the Venue Manager in consultation with the Referee in Charge of the match concerned.
- 54.9 Each team shall be entitled to nominate one or more players, any of whom may, prior to the commencement of the match, act as a substitute for a player. If the occasion arises that no substitute is available, a reasonable time shall be allowed to obtain a substitute, and the Team Schedule shall be adjusted accordingly. If

the team concerned is unable to nominate a substitute within the given time, the singles game for that player shall be forfeited (26-0).

- 54.10 Each team shall play every other team once. A match shall consist of twenty games, four doubles and sixteen singles. Doubles shall be played first then the singles according to 54.11, women versus women and men versus men.
- 54.11 Singles and reverse singles shall be played in the following order
- |                            |                            |
|----------------------------|----------------------------|
| Team A no 1 vs Team B no 2 | Team A no 2 vs Team B no 1 |
| Team A no 3 vs Team B no 4 | Team A no 4 vs Team B no 3 |
| Team A no 1 vs Team B No 1 | Team A no 2 vs Team B no 2 |
| Team A no 3 vs Team B no 3 | Team A no 4 vs Team B no 4 |
- 54.12 Should a team be unable to complete the series of matches, scores for and against that team shall be deleted from all results.  
The winning team shall be decided as follows:
- 54.12.1 in each match, the team that wins the most games, but:
1. if games are equal, the team that wins most net points;
  2. if scores are still equal, the match shall be a tie and each team shall score half (1/2) a point;
  3. the team winning the match shall score one (1) point.
- 54.12.2 the winner of the Interstate Cup shall be the State Team scoring the greatest number of matches;
1. if matches are equal, the team that has scored the greatest number of games during the series;
  2. if games are equal, the team scoring the greatest number of net points in the series;
  3. if the number of net points in the series are equal, the winner shall be decided by the result of the match already played between the teams involved in the tie;
  4. if (.3) above were a tie, the trophy shall be shared.
- 54.13 The Tournament Manager shall be authorised to use as many courts as may be necessary to ensure that as far as possible, each Interstate Cup match is completed in one day.

## **55 THE GC INTERSTATE Shield**

- 55.1 There shall be an event known as "The GC Interstate Shield" for which a perpetual trophy known as the WCF GC Interstate Shield is provided;
- 55.2 The event shall be open to those States that are members of the ACA;
- 55.3 There shall be no contest unless there are at least three entries;
- 55.4 One team may be entered from each State. States shall be allowed to name no fewer than 8 players (4 men and 4 women) or more than 10 players (5 men and 5 women). Reserves are permitted under Clause 55.8 below. If one or more State is not able to provide a full team of four men and four women, but can provide at least two men and two women, the Host State, in consultation with said State, may provide additional players to make up a full team and allow the State to participate;
- 55.5 A list of team members shall be sent to the Honorary Secretary at least one month prior to the commencement of the event;
- 55.6 A playing or non-playing Captain shall be appointed by each State and the Honorary Secretary advised accordingly;
- 55.7 The draw will be seeded from the results of the previous Interstate Cup and series will be played as follows :
- Day 1 : Team 3 vs Team 5, Team 1 vs Team 6, Team 2 vs Team 4  
Day 2 : Team 1 vs Team 4, Team 2 vs Team 5, Team 3 vs Team 6

Day 3 : Team 4 vs Team 6, Team 2 vs Team 3, Team 1 vs Team 5  
Day 4 : Team 2 vs Team 6, Team 4 vs Team 5, Team 1 vs Team 3  
Day 5 : Team 1 vs Team 2, Team 3 vs Team 4, Team 5 vs Team 6 55.8

On the day scheduled for any series:

- 55.8.1 the name of the players, order of play, including doubles pairing, shall be notified by each Captain or Vice Captain to the Venue Manager or Assistant Venue Manager at least 20 minutes before the commencement of each test. In each test only four men players and four women players can be selected to play singles but the players selected to play doubles can be different members of the team from those playing singles. The order of play for singles games shall be in accordance with the World Ranking List;
- 55.8.2 individual members of teams may be varied for each separate test. Apart from the arrangements permitted under 55.8.1, individual members of a team may not be varied during one test, unless a player shall be incapacitated by sickness or accident. In such event, a reserve player may fill his or her place in the team for any match not already commenced in such test except for the second round of singles. The second round of singles must be played with the same players who played in the first round of singles of that test. If a player is not available for the start of the second singles match in a test then a forfeit will be awarded. If the match is started but is unable to be completed then it will be conceded. Such substitution must be reported to the Captain of the opposing team and be sanctioned by the Venue Manager in consultation with the Tournament Referee or Deputy Tournament Referee at the venue.
- 55.9 Each team shall be entitled to nominate one or more players, any of whom may, prior to the commencement of the test, act as a substitute for a player. If the occasion arises that no substitute is available, a reasonable time shall be allowed to obtain a substitute, and the Team Schedule shall be adjusted accordingly. If the team concerned is unable to nominate a substitute within the given time, the singles game for that player shall be forfeited (7-0, 7-0)
- 55.10 Each team shall play every other team once. A test shall consist of twenty matches, four mixed doubles and sixteen singles. Doubles shall be played first then the singles according to 55.11, women versus women and men versus men.
- 55.11 Matches, each of two 13-point games, shall be played as follows:
- Court 1: MA1 & WA1 v MB1 & WB1, MA1 v MB2, WA1 v WB2, MA2 v MB2, WA1 v WB1.  
Court 2: MA2 & WA2 v MB2 & WB2, WA2 v WB1, MA2 v MB1, WA2 v WB2, MA1 v MB1.  
Court 3: MA3 & WA3 v MB3 & WB3, MA3 v MB4, WA3 v WB4, MA4 v MB4, WA3 v WB3.  
Court 4: MA4 & WA4 v MB4 & WB4, WA4 v WB3, MA4 v MB3, WA4 v WB4, MA3 v MB3.
- 55.12 Should a team be unable to complete all tests of the competition, scores for and against that team shall be deleted from all results.

The winning team shall be decided as follows:

- 55.12.1 in each test, the team that wins the most matches, but:
1. if matches are equal, the team that wins most net games;
  2. if scores are still equal, the team that wins most net points;
  3. if scores are still equal, the match shall be a tie and each team shall score half (1/2) a point;
  4. the team winning the test shall score one (1) point.
- 55.12.2 the winner of the Interstate Shield shall be the State Team scoring the greatest number of tests;

1. if tests are equal, the team that wins most matches;
  2. if matches are equal, the team that has scored the greatest number of games during the tests;
  3. if games are equal, the team scoring the greatest number of net points in the tests;
  4. if the number of net points in the tests are equal, the winner shall be decided by the result of the match already played between the teams involved in the tie; if (55.12.2.3) above were a tie, the trophy shall be shared.
- 55.13 The Tournament Manager shall be authorised to use as many courts as may be necessary to ensure that as far as possible, each Interstate Shield test is completed in one day.

## **56 AUSTRALIAN MEDAL COMPETITION**

An event, the Australian Bronze Medal Event (previously known as the Australian Gold and Silver Medals event until 2005 and the Bronze Medal event until 2004 and as the ACA Gold Medal until 2000), shall be played for in each state. The winner of this event shall be expected to play in the Australian Gold and Silver Medal event at the annual Australian Championships (held at the time of the Men's and Women's Singles events and the Interstate Cup) at which the winner will receive the Australian Gold Medal and the second placed player will receive the Australian Silver Medal. The six state winners will be presented with their Australian Bronze Medals at this time.

56.1 Each state shall select between six (6) and ten (10) players to compete in the Bronze Medal event held by that State. States shall select the best available players to play in the events. In order to determine the best available players State Associations shall consider the results of the following types of events played under Association Rules in which their affiliated players have participated:

56.1.1 International Championship Events played in any country that include open events, invitational events and representational events.

56.1.1 Australian Croquet Championships that include Australian Open events and Interstate Cup.

56.1.3 State Championships.

56.1.4 Regional Championship Events deemed by the State Association to be significant to their State.

All of the above shall be considered and no one event shall be regarded as a pre-requisite to selection. A prime factor in selection shall be a player's world ranking that is derived from the results in all the events mentioned above.

56.2 A seeded draw shall be used and the latest World Ranking List at the time of the draw shall be used to seed players. The seeded draws for the various numbers of entries are as follows.

The seeded draw for 6 players:

Round 1	3 v 5	1 v 6	2 v 4
Round 2	1 v 4	2 v 5	3 v 6
Round 3	4 v 6	2 v 3	1 v 5
Round 4	2 v 6	4 v 5	1 v 3
Round 5	1 v 2	3 v 4	5 v 6

The seeded draw for 8 players is as follows. This can also be used for 7 players.

Round 1	1 v 8	4 v 5	3 v 6	2 v 7
Round 2	4 v 6	1 v 7	2 v 8	3 v 5
Round 3	2 v 5	4 v 8	3 v 7	1 v 6
Round 4	3 v 8	2 v 6	1 v 5	4 v 7
Round 5	1 v 4	5 v 8	6 v 7	2 v 3
Round 6	5 v 7	1 v 3	2 v 4	6 v 8

Round 7 1 v 2      5 v 6              7 v 8              3 v 4

The seeded draw for 10 players is as follows. This can also be used for 9 players.

Round 1	1 v 10	5 v 6	4 v 7	3 v 8	2 v 9
Round 2	2 v 8	1 v 9	5 v 10	4 v 6	3 v 7
Round 3	3 v 6	2 v 7	1 v 8	9 v 10	4 v 5
Round 4	4 v 10	3 v 5	2 v 6	1 v 7	8 v 9
Round 5	7 v 8	4 v 9	3 v 10	2 v 5	1 v 6
Round 6	1 v 5	6 v 7	4 v 8	3 v 9	2 v 10
Round 7	2 v 3	1 v 4	5 v 9	7 v 10	6 v 8
Round 8	6 v 10	2 v 4	1 v 3	5 v 8	7 v 9
Round 9	6 v 9	8 v 10	5 v 7	1 v 2	3 v 4

Each player shall play each other player once in a single-life game.

- 56.3 The games shall be un-timed; however the Tournament Manager may impose a time limit in terms of ACA Regulations for Tournaments.
- 56.4 Any competitor forfeiting a game shall be scratched from the competition and all scores for and against shall be deleted from all results.
- 56.5 The winner and other positions in each block shall be determined in accordance with the ACA Regulations for Tournaments.
- 56.6 Each State may select the dates on which the event shall take place but the event shall be completed prior to the closing date for Interstate Cup entries. Results shall be sent to the ACA Secretary.
- 56.7 The entrance fee is determined by the Executive and advised to Council. Half of such fee will be retained by the State, and half will be sent to the ACA.
- 56.8 Hoops for this event shall be set with an internal width, at half ball height, of 3 11/16 inches with a tolerance of plus or minus 1/32 of an inch.
- 56.9 The winners of the Australian Bronze Medal from each of the six states are expected to play in a double round robin event held annually at the time and location of the first half of the Australian Championships. The winner of this event will receive the Australian Gold Medal and the second placed player will receive the Australian Silver Medal. This double round robin event will be played under similar conditions as the Bronze Medal competition.
- 56.10 The Australian Gold Medal event will be played over three days in conjunction with the Interstate Cup event. Conditions 56.3 to 56.5 and 56.8 above and the following conditions apply to the event:
  1. it will be a seeded event..
  2. it will be played as a double round robin event with games played in the first round to be given priority in completion before the commencement of second round games.
  3. players will toss a coin to determine the choice of the lead or balls in terms of Law 8(a) for games in the first round. For second round games between the same opponents the loser of the toss in the first round game shall be deemed to have won the toss for the second round game.

Law 8(a) f

**56A AUSTRALIAN GOLF CROQUET MEDAL COMPETITION** An event, the Australian Golf Croquet Bronze Medal Event shall be played for in each state. The winner of this event shall be expected to play in the Australian Golf Croquet Gold and Silver Medal event at the annual Australian Championships at which the winner will receive the Australian Golf Croquet Gold Medal and the second placed player will receive the Australian Golf Croquet Silver Medal. The six state winners will be presented with their Australian Bronze Medals at this time.

- 56A.1 Each state shall select between six(6) and ten (10) players to compete in the Bronze Medal event held by that State. States shall select the best available

players to play in the events. In order to determine the best available players State Associations shall consider the results of the following types of events played under Golf Croquet Rules in which their affiliated players have participated:

- 56A.1.1 International Championships Events played in any country that include open events, invitational events and representational events.
- 56A.1.2 Australian Championships that include Australian Open events and Interstate Shield.
- 56A.1.3 State Championships
- 56A.1.4 Regional Championship Events deemed by the State Association to be significant to their State.

All the above shall be considered and no one event shall be regarded as a pre-requisite to selection. A prime factor in selection shall be a player's world ranking that is derived from the results in all the events mentioned above.

- 56A.2 A seeded draw shall be used and the latest World Ranking List at the time of the draw shall be used to seed players. The seeded draws for the various numbers of entries as follows:

The seeded draw for 6 players:

Round 1	3 v 5	1 v 6	2 v 4
Round 2	1 v 4	2 v 5	3 v 6
Round 3	4 v 6	2 v 3	1 v 5
Round 4	2 v 6	4 v 5	1 v 3
Round 5	1 v 2	3 v 4	5 v 6

The seeded draw for 8 players is as follows. This can also be used for 7 players.

Round 1	1 v 8	4 v 5	3 v 6	2 v 7
Round 2	4 v 6	1 v 7	2 v 8	3 v 5
Round 3	2 v 5	4 v 8	3 v 7	1 v 6
Round 4	3 v 8	2 v 6	1 v 5	4 v 7
Round 5	1 v 4	5 v 8	6 v 7	2 v 3
Round 6	5 v 7	1 v 3	2 v 4	6 v 8
Round 7	1 v 2	5 v 6	7 v 8	3 v 4

The seeded draw for 10 players is as follows. This can also be used for 9 players.

Round 1	1 v 10	5 v 6	4 v 7	3 v 8	2 v 9
Round 2	2 v 8	1 v 9	5 v 10	4 v 6	3 v 7
Round 3	3 v 6	2 v 7	1 v 8	9 v 10	4 v 5
Round 4	4 v 10	3 v 5	2 v 6	1 v 7	8 v 9
Round 5	7 v 8	4 v 9	3 v 10	2 v 5	1 v 6
Round 6	1 v 5	6 v 7	4 v 8	3 v 9	2 v 10
Round 7	2 v 3	1 v 4	5 v 9	7 v 10	6 v 8
Round 8	6 v 10	2 v 4	1 v 3	5 v 8	7 v 9
Round 9	6 v 9	8 v 10	5 v 7	1 v 2	3 v 4

Each player shall play each other player once in a best-of-three matches.

- 56A.3 The games shall be un-timed; however the Tournament Manager may impose a time limit in terms of the second part of Regulation 2(d) of the Rules.
- 56A.4 Any competitor forfeiting a game shall be scratched from the competition and all scores for and against shall be deleted from all results.
- 56A.5 The winner and other positions in each block shall be determined in accordance with the ACA Regulations for Tournaments.
- 56A.6 Each State may select the dates on which the event shall take place but the event shall be completed prior to the closing date for Interstate Shield entries. Results shall be sent to the ACA Secretary.
- 56A.7 The entrance fee is determined by the Executive and advised to Council. Half of such fee will be retained by the State, and half will be sent to the ACA.

- 56A.8 Hoops for this event shall be set with an internal width, at half ball height, of 3 11/16 inches with an tolerance of plus or minus 1/32 of an inch.
- 56A.9 The winners of the Australian Golf Croquet Bronze medal from each of the six states shall be expected to play in a round robin event held annually. The winner of this event will receive the Australian Golf Croquet Gold Medal and the second placed player will receive the Australian Golf Croquet Silver Medal. This round robin event will be played under similar conditions as the Golf Croquet Bronze Medal competition.
- 56A.10 The Australian Golf Croquet Gold medal event will be played over three days. Conditions 56A.3 to 56A.5 and 56A.8 above and the following conditions apply to the event:
  - 56A.10.1 it will be a seeded event.
  - 56A.10.2 it will be played as a round robin event.

### **57 CONDITIONS FOR REPRESENTATIVE MATCHES**

57.1 In accepting invitations to represent Australia in official croquet contests with other countries, the following dress conditions apply:

- 57.1.1 Official occasions - walking out uniform: approved uniform to include Green (BCC 25) blazer and tie (tie as supplied by the ACA for men only);
- 57.1.2 Players uniform: Approved sports attire, flat soled shoes and a hat optional;
- 57.1.3 A Management Committee will be established for each International Team event consisting of the HPM (Chair), Captain and Manager, and will be responsible for all team matters from the inception of the initial squad or team to the end of the event (including final debrief); the Manager and Captain will be appointed by the ACA;
- 57.2 The Honorary Secretary will assist the Manager in the organisation of all team travel, accommodation arrangements and all matters concerned with the tour in general including itinerary, fixtures - liaising with the Honorary Secretary and the appointed organiser of the host/visiting team as necessary.

### **57.3 High Performance Manager's Duties**

- 57.3.1 Where the HPM accompanies the team, the HPM is to be responsible for, in consultation with the captain, the duties listed under 57.3.2 and 57.4.1.
- 57.3.2 The duties of the HPM are listed in By-Law 28.10;
- 57.4 Captain's Duties:
  - 57.4.1 After consultation with the High Performance Manager (HPM), if present, to be responsible for the placement of players in order of play for singles and doubles, including pairings;
  - 57.4.2 To assist and cooperate with the HPM in practice sessions prior to commencement of the event/tour and in particular during the event/tour;
  - 57.4.3 To take a lead in the discussion and execution of tactical situations to be adopted by the team and individual players;
  - 57.4.4 To be present at the draw for play and any meetings or functions concerned with the conduct of matches;
  - 57.4.5 To be responsible for the general conduct of players on the lawns and to represent players' areas of concerns if considered warranted;
  - 57.4.6 To be the team's representative and spokesperson at official functions;

#### 57.5 Manager's Duties:

- 57.5.1 During the tour to be responsible for all administrative matters concerned with the smooth running of the tour - attending to any problems that may arise on behalf of team members;
- 57.5.2 Prepare match reports on each match played and a report on the tour overall - to be sent to the Honorary Secretary;
- 57.5.3 To cooperate with and assist the team captain as required;

57.6 Team members are required to cooperate with and assist wherever possible the HPM, captain, and manager in the execution of their duties, and generally contribute to the success of the tour on and off the lawns;

57.7 Official Functions: Team members are required to attend all official functions.

#### **57.8 GUIDELINES FOR REPRESENTATIVE MATCHES OVERSEAS**

- 57.8.1 The International Committee is responsible for recommending to the ACA proposals for the staging of international team events.
- 57.8.2 The Management Committee will be responsible for all team matters from the inception of the initial squad or team to the end of the event (including final debrief);
- 57.8.3 The Honorary Secretary shall:
  - .1 act as the primary link between the ACA and the national body of the host nation;
  - .2 ensure that the ACA is represented during the tournament by an official; where no official is present, the HPM or the captain may be appointed the ACA's representative;
  - .3 advise players of their invitation to be a member of a representative team, and the HPM, and/or the Manager of his/her appointment;
  - .4 arrange for players and officials to complete an indemnity form;
  - .5 receive daily progress reports from the HPM and aim to achieve press coverage through the use of AAP etc;
  - .6 advise state associations and other interested people of results;
  - .7 ensure a manager is appointed and, in conjunction with the manager, make all travel, accommodation and administrative arrangements for the team;
  - .8 in consultation with the International Committee, provide the ACA's response on "Regulations for the Competition" prepared by the host nation.

57.8.4 The Manager shall:

- .1 arrange travel from the team member's town of residence to the venue and return in conjunction with the Honorary Secretary.
- .2 Team members should travel together as a team if practical to do so. If the team does travel together, all members should wear the official team uniform;
- .3 every effort should be made to ensure that the best possible price is obtained having regard to the standard of travel e.g. group discount etc. Where possible travel should be with the ACA approved carrier, with players taking advantage of "frequent flyer bonus points". It is expected that any points credited from travel paid for by the ACA would be redeemed as part of ACA activities e.g. training camps etc;

- .4 arrange motel type accommodation on a twin-share basis with single room sleeping accommodation where practical. The accommodation should be about 3-star standard, clean, with a laundry on the premises and preferably close to the courts. Single accommodation supplement is at individual expense. Check with players with whom they would prefer to share accommodation;
- .5 if possible, attend any training sessions prior to departure to ensure a close working relationship with the captain, HPM and players.
- .6 ensure adequate transport facilities are provided to and from the airport (usually arranged by the host nation) and between the motel and the courts.
- .7 from the time of meeting prior to leaving Australia, to the time of return to Australia, be the agent of the ACA under the over-arching direction of the HPM in all matters relating to the welfare and conduct of the team on tour. All the Manager's instructions in this regard shall be promptly observed and adhered to.
- .8 apply and enforce any additional rules which in the Manager's opinion are necessary for the efficient management of the team or individual members notwithstanding any rules set down in these guidelines or the Handbook.
- .9 be authorised by the ACA and in conjunction of the HPM and the captain, to impose any disciplinary action on any member of the team whose conduct is such that it will impair the good name of the ACA. In this regard, the Manager may co-opt other appointed officials or members of the Executive Committee who may be present.
- .10 ensure that a team photograph is obtained during the event.
- .11 obtain from each player a completed medical form. This will only be kept by the Manager in case of emergency and will either be returned to the player or destroyed at the completion of the tour.
- .12 obtain from each player a recent photograph and playing history, to be forwarded to the Honorary Secretary for inclusion on the program.
- .13 ensure players have clean and well presented playing clothes every day during the event.
- .14 arrange for accounts for payment to be passed to the Honorary Secretary for endorsement and then to the Honorary Treasurer for payment. A cash advance may be provided if required.
- .15 purchase, on behalf of the ACA, appropriate mementos for exchange between the opposing players and/or team.
- .16 fax or email to the Honorary Secretary a daily summary of results and any story of the days play during the event.
- .17 provide a report to the Executive at the completion of the tour and include any necessary recommendations. Should a situation arise where a confidential addendum to the report needs to be written it shall go to the President and Honorary Secretary only.

#### 57.8.5 Players shall:

- (a) be encouraged, with the support of their own club, to obtain media coverage of their own selection and to heighten the profile of the sport in their own area.
- (b) advise the Honorary Secretary of the name and address of local newspapers who are to be given progress reports.
- (c) forward copies of any coverage to the Honorary Secretary.

The following is to apply to all ACA events. (This is an interim amendment until all the new ACA events are detailed.)

**58.1 Two Years Prior**

1. At the AGM notify the ACA of the Championship dates selected for both the Interstate Cup event and the accompanying event, and also the dates for the other events being held in the same year.

**58.2 One Year Prior**

1. Ascertain availability of lawns and make provisional bookings with clubs;
2. Decide location of headquarters;
3. Decide whether or not a Dinner will be held and also what other functions will be held and make provisional reservations;
4. Subject to specific agreement from the ACA, seek sponsorship and Government support;
5. Obtain from previous host State details of costs;
6. Decide whether or not a badge will be made available and have design approved by Executive Committee;

**58.3 9 - 12 Months Prior**

1. Order Badges. The State pays for the production of the badges, and all profits are retained by the State;
2. Opening reception - optional - decide and reserve venue;

(NB Involvement in visitors' accommodation and tours, etc can be a major consumer of time and should be entered into with extreme caution - recommend provision of information only.)

**58.4 3-6 months prior**

1. confirm preliminary bookings for:
  - (i) club lawns
  - (ii) Dinner or alternative function if they are being held;
2. Follow up with any sponsorship arrangements;
3. Organise publicity via press, radio and television - advance warning for coverage is essential - follow up at regular intervals;
4. Appoint Assistant Manager and Club/Venue Managers.
5. Arrange printing of games score sheets;
6. Arrange for photocopied result sheets to be produced and distributed during the Championships at the conclusion of each event.

**58.5 0 -3 months prior**

1. Confirm and/or check all prior reservations;
2. Finalise Dinner arrangements and any other functions being held;
3. Prepare information sheet re locations of clubs where matches are to be played - how to get there from Headquarters - cost of refreshments, telephone numbers, etc - for circulation at the commencement of the tournament and afterwards at Headquarters;
4. Finalise arrangements for an Opening Reception if being held.

**58.6 Responsibilities of the ACA**

1. Invite the State in rotation to conduct the Interstate Cup and the accompanying event and also consider submissions from States offering to conduct the other half of the Championships later in the year, or alternatively

request the States next in order to conduct this other half of the Championships;

2. Set the scale of fees to be charged (at previous AGM);
3. Approve the appointment of the Tournament Managers for both halves of the championship tournament (at previous AGM);
4. Approve Badge design if and when a badge is being made;
5. Approve dinner price if and when a Dinner is being held;
6. Call for, and receive entries (Events Manager);
7. Arrange draw and advise all entrants (Events Manager);
8. Program meetings of players and committees as required;
9. Obtain information from the Host State and Events Manager and prepare and print programs;
10. Supply balls and hoops if required (Equipment Officer);
11. Arrange for medals, gratuities, special guests etc;
12. Conduct any ACA raffle;
13. Arrange meeting of Executive Committee, Council, AGM and other meetings as required;
14. Ensure public liability insurance for championships;
15. Obtain sponsorship if possible;
16. The ACA is responsible financially for programs, prizes, gratuities and ACA guest expenses. Any other costs must be negotiated with the ACA before any commitments are entered into.

#### **58.7 Responsibilities of the Host State Associations**

1. Nominate Tournament Manager (by the previous AGM) and nominate Tournament Referee;
2. Arrange use of courts for practice and play;
3. Arrange loan of equipment other than balls;
4. Arrange referees and club/venue managers as required;
5. Arrange catering at all venues. Catering profits are to be retained by the venue concerned;
6. Organise opening function (optional) on the day prior to the commencement of the tournament, any social evenings, Civic receptions, closing ceremony and Championship dinner (optional);
7. Conduct matches as programmed and provide office equipment and facilities such as stationery, computer, photocopier, phone/fax etc;
8. Sell ACA programs and other material etc as a service to players and visitors;
9. Retain total income from sale of badges;
10. Obtain additional sponsors in consultation with the ACA;
11. Conduct raffles if desired;
12. Arrange for reports of results to be (a) displayed on notice boards at all venues on a daily basis, (b) placed on the internet at appropriate sites, and (c) made available to all players and purchasers of the program at the conclusion of each event if production facilities are available.

#### **59 CONDITIONS FOR TOURNAMENT MANAGER**

The Tournament Manager shall;

1. be responsible for the smooth running of all events contained in the tournament program;
2. observe and adhere to all conditions for the tournament as contained in the ACA Handbook and Australian Tournament Regulations;
3. be a member of the Tournament Committee;

## **60 ASSISTANT TOURNAMENT MANAGER**

- 60.1 The Assistant Tournament Manager shall:
1. carry out all duties as required by the Tournament Manager;
  2. deputise for the Tournament Manager as required.

## **61 CONDITIONS FOR CLUB OR VENUE MANAGERS**

- 61.1 The Club Manager shall:
1. supervise all games as arranged by the Tournament Manager;
  2. observe all conditions as contained in the ACA Handbook and Australian Tournament Regulations.

## **62 TOURNAMENT REFEREE**

- 62.1 The Tournament Referee shall be a member of the Tournament Committee;
1. carry out the duties of the Tournament Referee as specified in the current edition of the Australian Tournament Regulations.

## **63 DOPING POLICY**

The anti doping policy of the Australian Sports Commission (ASC) be adopted as the policy of the ACA.

***The ACA Anti-doping policy as approved by the Australian Sports Commission was approved on 23 December 2009 and is effective 1 January 2010.***

## **64 DISPUTES & COMPLAINTS**

- 64.1 Resolving internal disputes – the ACA needs to have a mechanism that will properly and effectively deal with complaints made by members of the public, State Associations and players. A grievance is a formal complaint regarding any event, action or practice involving the ACA;
- 64.2 If the grievance or complaint is a matter arising from the Selection Policy published in terms of By-law 27.5.1.7 the matter shall be dealt with in terms of the current published Selection Policy.
- 64.3 If the grievance or complaint is a matter arising from the Member Protection Policy published in terms of Condition 66 the matter shall be dealt with in terms of the current published Member Protection Policy.
- 64.4 The immediate manager or appointed official, e.g. Tournament Manager, Editor of Magazine, Chairperson of Selectors' Committee, National Director of Coaching, National Director of Referees, High Performance Manager, is accountable for progressing and resolving any grievance before it gets to the formal procedure. If the matter is unable to be resolved then either party should refer it to the Honorary Secretary.
- 64.5 If the matter is unable to be resolved in accordance with 64.4 then the matter is to be referred to the Honorary Secretary who will either;
- 64.5.1 investigate the matter which may include seeking expert advice, or;
  - 64.5.2 appoint a particular person to be responsible for investigating the grievance and report back to the Honorary Secretary with details of the findings and action taken to resolve the matter, or;
  - 64.5.3 where the complaint involves a State Association in conjunction with the ACA, a committee comprising the Honorary Secretary or delegate and the relevant State Association President or delegate will investigate the matter;
- 64.6 The investigator/s are to keep a record of the action taken to investigate the matter, details of findings, and the date and manner by which the complaint was resolved. A copy is to be forwarded to the Honorary Secretary;

- 64.7 All complaints are to be handled with discretion. Confidentiality is important. There should be no unauthorised disclosure of such investigation;
- 64.8 The Honorary Secretary is to report to the Executive Committee on all formal grievances.

## **65 CONDUCT OF PLAYERS (in the activities of the ACA)**

- 65.1 If a player in an ACA Event behaves in any of the following ways during a game the referee should warn the player not to do so again.
- a) Refuse to observe the required standard of dress (eg removes shirt when playing).
  - b) Leave the court without good reason. Any absence with good reason should be for not more than five minutes.
  - c) Act on tactical advice from anyone other than his/her partner in doubles play.
  - d) Consume alcohol during the match.
  - e) Disturb other players during the match.
  - f) Interrupt the striker by standing or moving in front of the striker or otherwise.
  - g) Bargain with, argue with or is aggressive with an opponent or referee.
  - h) Use a mark or marker to assist the striker in gauging the strength or direction of a stroke.
  - i) except in the absence of a referee, attempt to perform a test to determine whether a point has been scored or ball is wired.
  - j) Refuse to accept a decision of the referee on a matter of fact or show lack of
  - k) respect for the referee.
- If the behaviour is repeated then the player may be penalised by the ending of that turn or the loss of the next turn. If the behaviour is repeated a second time the player be disqualified from the match. In this case the opponent is declared the winner with the maximum points (usually 26) and the disqualified player is recorded with the points when the match is stopped.
- 65.3 Regulation 66 on harassment-free sport applies to players.
- 65.4 Any player whose conduct may appear to the Council or Executive Committee to be injurious to the Association or its objects, and who on request by the Council or Executive Committee, fails to give a satisfactory explanation, may be suspended from entering ACA Events and/or representing Australia at international events, and on failing to do so within (2) two calendar months any such player shall be suspended. The player within one (1) calendar month thereafter has the right to appeal. The decision of the Council or Executive Committee on such appeal shall be final. Nothing in this regulation shall prohibit a player from immediate suspension where the case is warranted;
- 65.4 Any player who accepts an invitation for any event and who fails to play in that event without good reason may not be considered for selection in any international event for at least the next 12 months.

## **65A CONDUCT OF SPECTATORS**

A match in Association Croquet is intended to be a contest between the skills and intellect of the players alone. Spectators are to avoid giving advice to players during a match, either deliberately or by mistake. To avoid misunderstandings they should not position themselves near a player or remain nearby if they could be thought to be offering advice. Infringements may be dealt with by the Manager and could result in the offender being required to leave the venue. See TR 25

## **66 MEMBER PROTECTION POLICY**

- 66.1 The ACA is committed to providing for the protection of the health, safety and well being of all Croquet Australia members and those who participate in the activities of Croquet Australia, Member States and State Affiliates.
- 66.2 The Executive may approve Member Protection Policies consistent with recommendations of the Australian Sports Commission.
- 66.3 Member Protection Policies approved by the Executive shall be forwarded by the Honorary Secretary to member States and published on the ACA website and shall be effective from the date of publication.
- 66.4 Disciplinary action can be taken against a person who is found to be in breach of the Member Protection Policy. Any action taken and any subsequent appeals shall be undertaken in terms of that policy.

There is no clause 67

## **68 PRIVACY POLICY**

1. The ACA will collect and store personal information solely for the purpose of administration of the sport of croquet and related activities;
2. The ACA agrees that any personal information held will be made available to the person concerned upon request at any time, provided that reasonable notice is given for this information to be supplied;
3. Any personal information held will only be passed on to another organisation for a purpose associated with the administration of the sport.

## **PART D**

## **STANDING ORDERS**

### **101. Quorum**

The quorum for meetings of the Association shall be as defined in Clause 6.2 of this Constitution.

### **102. Order of Business**

The order of business shall follow the agenda prepared by the President and Secretary. Members shall introduce new business only after completion of the business set out in the agenda.

### **103. Suspension of Standing Orders**

Should any matter of urgency arise, a member may move the suspension of Standing Orders for a stated period of time to allow the urgent questions to be discussed.

### **104. Conduct**

When the Chair rises to address the meeting, all persons must resume their seats. Any person wishing to speak must rise and wait acknowledgment by the Chair.

**105.** No interruption of a speaker is allowed except for two formal motions (134 and 135) and on a point of order, which must be taken immediately the alleged breach has occurred.

**106.** If two or more speakers rise, the Chair shall call on the first one observed, subject to the power of the meeting to pass a resolution that a particular person be heard or otherwise, and subject also the Chair's right to choose speakers alternatively supporting or opposing the motion.

**107.** All remarks shall be addressed to the Chair, and any question to another member shall be put through the Chair.

### **108. Chair's Ruling**

The Chair shall rule on all points of order and procedure, but is subject to a motion moved, seconded and carried 'that the Chair's ruling be disagreed with'. The mover may speak briefly in support of this motion, and the Chair explain why such ruling was given. The Chair takes the vote. Final authority rests in the Council under Clause 5.1.4.

**109. Motions and Amendments**

All proposals made to the meeting shall be in the form of motions.

**110.** Every speaker must keep to the question before the meeting. Any member who digresses from the subject may be called to order by the Chair.

**111.** All motions and amendments proposed should be clearly expressed and be capable of only one interpretation.

**112.** All motions and amendments, except the closure, must be moved and seconded. The mover may speak to present the motion and if a seconder is found, the motion or amendment is open to discussion. If no seconder is found, the motion or amendment lapses.

**113.** A motion or amendment may be seconded pro forma, to allow discussion to take place, but the seconder need not support or vote for the proposal.

**114.** The seconder of a motion or amendment may reserve the right to speak to a later stage of the debate (See Clause 122).

**115. Withdrawal** No motion or amendment which has been moved or seconded shall be withdrawn without the consent of the meeting.

**116.** Any person may speak more than once to any matter and to answer questions or make personal explanations and may do so otherwise at the discretion of the Chair. The mover of the original motion may speak again when exercising the right of reply.

**117. Personal Explanation**

By permission of the Chair, a member may speak briefly in personal explanation of that person's previous statement, but must keep strictly to the point that has been misunderstood. This explanation must not interrupt another speaker.

**118. Only one Amendment**

When an amendment is moved to an original motion, no further amendment shall be discussed until the first amendment is disposed of, but further amendments may be foreshadowed without discussion. Amendments are voted upon before the motion.

**119. Not direct negation**

An amendment must be relevant to the question, and so framed that its forms, with that part of the original motion unaffected by the amendment, a sensible and consistent proposal. It must not be a direct negation of the original motion.

**120. Speaking to the Amendments**

Any person may move or second more than one amendment to an original motion, and the mover and seconder of a motion or amendment may speak to subsequent amendments.

**121.** The Chair may give the mover of the motion a right of reply to any significant amendment.

**122. Right of Reply**

The mover of a motion that is opposed may reply to the arguments raised before the motion is put, but he may not introduce any new matter. His reply ends the debate, if there are no amendments. If an amendment is moved, the mover of the original motion may speak to it, and may also exercise his right of reply before the first amendment is put. His reply need not end the debate on the substantive motion. The mover of the amendment has no right of reply.

**123. Amendment Negated**

If the first amendment is lost, the original motion again becomes open to amendment.

**124. Substantive Motion**

If the first amendment is carried, the motion as amended becomes the substantive motion, and is again open to amendment. When the substantive motion is put to the meeting and carried, it becomes the resolution.

**125.** No member may speak on any motion after it has been put to the vote. No amendment may be moved after the substantive motion has been put to the vote.

**126. Amendments to Motions on Notice**

Amendments may be moved to motions except motions on notice to amend Parts A and B of this Handbook provided they are in the scope of the notice, and can involve the Association in no greater obligations than the notice specifies.

**127.** No motion can be accepted by the Chair which is the same in effect as one already negated, except on notice of motion.

**128.** A motion on any matter that keeps recurring, may be deferred by Council to a future nominated date.

**129.** A notice of motion must be in writing and forwarded to the Honorary Secretary through a State Association.

**130.** Any motion of which due notice has been given, may, in the absence of the giver of such notice, be moved by any other member.

**131. Rescinding Resolutions**

Any resolution made at a previous meeting shall be rescinded by any relevant motion duly passed. Changes made in accordance with Clause 13 shall be effective forthwith.

**132. Resolutions Null and Void**

If a resolution is passed inadvertently in contravention to the Constitution and By-Laws, it must be declared null and void.

**133. Next Business**

A motion 'that the meeting proceed to the next business' may be moved either on a motion or an amendment. It requires a seconder and cannot be discussed. Its effect is to discard the question under discussion.

**134. Closure**

A motion 'that the question now be put', known as 'the closure', may be moved during the discussion either of a motion or an amendment. It can interrupt a speaker, and must not be debated. It needs no seconder. If moved on an amendment it affects the amendment only. It does not prevent the mover of the original motion exercising his/her right of reply (See 136)

**135. Speaker no longer heard**

A motion ' that the speaker be no longer heard' must be seconded and must not be debated. The Chair should try to obtain a fair hearing for the speaker if the speaker is in order.

**136. Formal motions**

The three motions above, Nos 133, 134 and 135, are known as formal motions, because they cannot be debated or amended. They can only be moved by someone who has not previously spoken at any time during the debate except with the unanimous consent of the meeting.

### 137. Adjournment Motions

Any member who has not already spoken may move the adjournment of the debate, the adjournment of the meeting, or 'that the Chair leave the chair'. The two adjournment motions may be amended, but only as to time and place. These motions may not be moved a second time until a reasonable period has elapsed.

### 138. Voting

Unless otherwise provided, voting shall be:

- (1) on the voices, or if requested by persons,
- (2) on a show of hands, and then
- (3) by ballot if requested by at least one-third of those present and voting.

NB These regulations are definitive but not exclusive.

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Last Amended April 2011

